



## Annesley Early Learning Centre

### **POLICY STATEMENT ON EXCURSIONS**

Excursions are an integral part of the children's program at the Annesley Early Learning Centre and will be arranged to provide a broad range of experiences for children. Excursions are a way of expanding the ELC curriculum as it provides experiences offered beyond the centre, enabling us to connect with others in our wider community. Parental permission will be sought for all excursions.

### **HOW POLICY WILL BE IMPLEMENTED**

No child is to be taken outside the ELC (including an excursion away from the ELC that involves the use of transport or crossing a main road) without the parent's written authorisation. The authorisation for the excursion must state:-

- The child's name
- The purpose of the excursion
- The date of the excursion
- The destination of the excursion
- The method of transport
- The proposed activities
- The time period the child will be away from the Centre
- The children included on the excursion
- The ratio of educators to children attending
- Any other adults attending
- That a risk assessment has been prepared

Children may be taken on walking excursions within the community when parents have signed the Local Area Permission Form. This will be renewed every 12 months.

- A risk assessment will be completed to identify and assess the risks that the excursion may pose to the safety, health or wellbeing of any child being taken on

the excursion. It will specify how the identified risks will be managed and minimised.

On excursions with ELC age children, there will be a maximum of 4 children to one adult at all times. An adult may be a staff person or a volunteer. If the adult is a volunteer they must be over the age of 18 and approved by the Director, ELC to accompany staff and children on excursions. The staffing ratio of one paid staff member to every 15 children or part thereof will be maintained on all excursions.

- On outings from the Centre, children will at all times be in the charge of a responsible adult staff member. The Director will appoint a person in charge for each outing.
- In determining an adult:child ratio for each outing, the following will also be considered:
  - the age and abilities of the children
  - the destination and length of the excursion
  - the transport to be used
  - the previous experience of the accompanying adults
- Before the journey begins a person in charge should ensure that:
  - no child occupies a seat that is not fitted with a seat belt
  - every child has their seat belt on and secured
  - the vehicle is not overloaded as this could impede the driver and also jeopardise insurance entitlements should there be an accident.
- When excursions are planned, staff will take possible changes in weather and temperature into account. They will ensure there are sufficient shaded areas for all the children to protect them from the sun, and undercover areas or enclosed areas to protect them from rain and cold weather.
- All excursions will be publicised to all parents with full details of destination, times of departure and return, costs, staff and volunteers attending, and items children are required to bring. There will be no change to the publicised itinerary unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of the children.

- Excursions requiring transport will require that parents sign a consent form. The consent form will provide parents with full details about travel arrangements and other details as listed above.
- On swimming excursions with ELC children, there will be a maximum of three children to one carer at all times, according to the departmental OSHC Standards. A carer is a volunteer over the age of 18 approved by the management committee to accompany staff and children on swimming excursions. Additionally, at least one of the adults in charge of children swimming will have a senior first-aid certificate and a current basic rescue certificate and resuscitation certificate or its equivalent.
- Adult volunteers may be used to augment adult:child ratios on outings. Parents may be invited to assist.
- Parents are requested not to send their child on an excursion if the child has any signs of being unwell. This is in everyone's interests.
- Alternative arrangements will be made for children not going on excursions.
- When on an excursion staff will take and have accessible:
  - a first-aid kit including epi pens if relevant
  - a list of all children on the excursion including relevant health plans
  - list of emergency contact details
- Should a child require medication while on an excursion the usual service procedures regarding medication, as outlined in the Health section, will be followed. The medication and administration directions will be kept in the first-aid kit and staff members will ensure the medication is administered.
- The service's sun-protection policy will be implemented on all excursions.