

# EXCURSION POLICY



Quality Area 1: Educational program and practice

Quality Area 2: Children's health and safety

Quality Area 4: Staffing Arrangements

## EXCURSION POLICY INFORMATION

Excursions are provided to extend the children's experiences beyond what is offered at the centre. Excursions aim to be conducted in an enjoyable manner that is safe and anxiety free for the children, adults and staff. There will **no excursions due to time constraints** provided off the grounds of the Woodlupine Family Centre, except for occasional walks to the local creek and grounds, and only if deemed safe.

### Requirements

Excursions should be appropriate to the child's development, interests and needs.

### Procedure

- Decide how many children will be likely to participate in the excursion and Calculate how many adults will be required to assist under the licensing regulations.
- At least 1 staff member attending the excursion must have a current First-Aid certificate.
- Child:adult ratios in accordance to regulation requirements are as follows:
  - 4 children : 1 adult ratios, if there is water or other significant hazard
  - 1 adult : 2 children (over 3 years)
  - 1 adult : 1 child (under 3 years)
- Request parent helpers according to required ratios.
- A head count will be done at regular intervals, road rules should be discussed and enforced when walking with children, be aware of additional risks such as water, bush, roads and crowds.
- A risk assessment will be evaluated calculating the possible hazards like water, weather and environment.
- On return to the centre plan follow-up activities to extend on the children's knowledge gained from participation in the excursion.

### Excursion risk management plan

Excursion details			
Date(s) of excursion		Excursion destination	
Departure and arrival times			
Proposed activities		Water hazards? Yes/No	

EXCURSION POLICY

Policy Number: QA1-001

Date Reviewed: 30<sup>TH</sup> June 2016

Reviewed By: M. Committee

Woodlupine Family Centre 3 year old Kindy, 88 Hale Road Forrestfield WA 6058

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Please note that hard copies are uncontrolled documents and may not be current. Check with Centre for current policies.

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		If yes, detail in risk assessment below.	
Method of transport, including proposed route			
Name of excursion co-ordinator			
Contact number of excursion co-ordinator	(BH)	(M)	
Number of children attending excursion		Number of educators/parents/volunteers	
Educator to child ratio, including whether this excursion warrants a higher ratio?  Please provide details.			
<b>Excursion checklist</b>			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion		
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult		
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list		

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

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Plan prepared by			
Prepared in consultation with:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / No Comment if needed:		

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**