



**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

Maldon Neighbourhood Centre Occasional Childcare

Excursion Policy & Procedure

PURPOSE

The purpose of this policy to provide clear guidance on the decision making and guidelines for conducting excursions with the children from the Maldon Neighbourhood Centre Occasional Childcare.

PRINCIPLES

Excursions will be considered when the destination and/or the experience:

- is complementary to and enhances the program
- relevant to the children's interests
- is appropriate for the children's abilities and developmental stages
- will provide an opportunity for appropriate learning, either directly or through experience
- Is accessible by walking
- meets the following guidelines

Values

An excursion might be considered of value if:

- it can provide a connection to the local and wider community.
- It will provide the children an opportunity for growth as confident and involved learners.

GUIDELINES

Planning & Inclusion

Planning for outings and excursions will be a collaborative process involving educators, children, families and the Childcare Coordinator. The following guidelines must be undertaken whenever an excursion is proposed and repeated each time.

The Childcare Coordinator will:

- Undertake and document an evaluation of the proposed excursion to assess the educational potential and relevance to the children, their interests, needs and abilities
- Evaluate the cost of any activities
- Undertake and document a risk assessment.
- Develop a written plan for the excursion including child:staff ratios, timetable, logistics (food, water, toilets, etc), risk management plan
- Seek approval from the Centre Coordinator
- Communicate with the parents/guardians about the excursion, the benefits, the ratios, the timetable
- Gain written consent from parents/guardians of every child participating in the excursion

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Documentation

- Each excursion must have a written plan, evaluation & risk assessment
- Written authorisation for an excursion from a parent or other person with authority before a child leaves the service. The authorisation will contain the information prescribed in the National Regulations 102 (4).

PROCEDURES

Risk assessment

Undertake a risk assessment by:

- Visiting the proposed destination using the proposed route
- Look for any physical hazards, difficult terrain, traffic, water, etc
- Becoming familiar with, and documenting, the route, amenities (picnic space, toilets, handwashing, shade, shelter, etc)
- Documenting the address of the destination and access notes relevant for emergency services
- Determining the Staff/adults required. As well as meeting the staff:child regulated ratios, the number of adults participating in the excursion should be assessed. There must always be a minimum of 2 adults. For example: If the excursion is a short distance by foot and there are very few children, two adults might be appropriate. An excursion with a larger group, or further away should have at least three adults.

Plan

The excursion plan must include:

- Proposed destination & date
- method of transport
- The proposed activities
- Costs of activities – will this cost be passed onto the parents and is it a reasonable cost?
- The likely length of time of the excursion, including time traveling and at each point.
- The number of educators, other responsible adults and children involved in the excursion – this must meet regulated staff ratios. The total number of adults should be determined as part of the risk assessment and approved by the Centre Coordinator.
- The relevance to the children and the program and the anticipated benefits
- The emergency process

Organise to take on the excursion:

- Mobile phones (at least two)
- First aid kit
- Food and drinking water
- Suitable storage for medication (if required) and the medication administration form
- Contact phone numbers for emergency services, all adults on the excursion and the Centre Coordinator.

Actions prior to the excursion

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- Ensure the parents/guardians are aware of the excursion and have an opportunity to ask questions
- Discuss the proposed excursion with the children, at an appropriate time before the excursion,
- If additional adults are required, seek adult participation on the excursion and ensure adults understand the requirements of being part of and assisting in the excursion including completing the MNC Volunteer Registration Form, Code of Conduct, satisfactory Police Check and Working with Children Check.

Actions on the Day of the Excursion

The educator/staff member in charge of the excursion will:

- Ensure that the excursion follows the plan and that all staff/adults are aware of the plan & Risk Management Plan.
- Ensure that only children whose parents/guardians have completed and returned the permission form and any fee required participate in the excursion.
- Take a list of those participating in the excursion and a copy of the attendance book page for that day, along with any emergency medical plans and medication permission forms and medication on the excursion.
- Ensure all children are to be clearly identifiable with name and contact details of staff member in charge of excursion (e.g. labels, red hats etc.).
- Ensure educators explain to children the limits and rules of the excursion including staying with an adult and holding hands, appropriate behaviour, sitting appropriately on the bus/train, and safety when crossing roads.
- Notify parents/guardians and the Centre Coordinator immediately of any change, or delay to the proposed excursion if this occurs.
- Arrange for a MNC staff member to notify parents, if the excursion is late returning to the service.
- Ensure first aid, emergency phone and emergency contact details for staff and helpers are correctly filled out and taken on the excursion.

Related Documents:

Educational and Recreational Policy and Procedure

Incident Policy and Procedure

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