



Excursions and Incursions Policy

Quality Area 2:
Children's Health
and Safety

POLICY STATEMENT

East Lismore Community Preschool is committed to providing excursions and incursions that are planned, provide meaningful experiences, and ensure the health, safety and well being of children. These excursions and incursions are part of our commitment to providing environments that foster every child's development and contributes to building meaningful relationships within our community.

NATIONAL QUALITY STANDARDS

Element 1.1.3

Program learning opportunities – All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning

Element 2.2.1

Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Element 2.2.2

Incident and Emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities practised and implemented

AIMS

Provide excursions and incursions that are valuable and safe experiences for the children. That appropriate planning and risk management strategies are undertaken in relation to all excursions and incursions to ensure the best experience.

IMPLEMENTATION – ROLES AND RESPONSIBILITIES

The Approved Provider is responsible for

- Ensuring that a child does not leave the premises on an excursion unless prior written authorisation has been provided and that authorisation includes all the details required under regulation 102 (4).
- Ensuring that educator-to-child ratios are maintained at all times

- Ensuring that all volunteers participating in the excursion are adequately supervised at all times and are not left alone with individual children
- Ensuring a risk assessment is carried out in accordance with Regulation 101.

The Nominated Supervisor is responsible for

- Ensuring that excursion authorisation forms are developed and updated in accordance with regulation 102 (4)
- Ensuring that a child does not leave the premises on an excursion unless prior written authorisation has been provided
- Ensuring that all excursions are age appropriate and suitable
- Ensuring that educator-to-child ratios are maintained at all times (family and volunteers cannot be counted in order to meet the requirements under the Education and Care Services National Regulations)
- Ensuring that all volunteers participating in the excursion are adequately supervised at all times and are not left alone with individual children
- Ensuring a risk assessment is carried out in accordance with Regulation 101
- Ensuring the risk assessment is communicated with the excursion responsible person, all staff attending and volunteers
- Ensuring that each child's personal medication and current medical management plan is taken on excursions
- Ensuring that a first aid kit is appropriate stocked and taken on excursions
- Ensuring that a mobile phone, emergency contact details for each child and the contact details of their medical practitioner are taken on excursions
- Ensuring accurate sign in sheets are taken on excursions and checked regularly
- Where necessary, appoint a responsible person for the excursion
- Ensure that there is a staff member with a current first aid qualification on the excursion and left with the remaining children
- Ensuring that all staff are aware of relevant policy and procedures that apply to the excursion or incursion and that the appropriate risk assessment is communicated with all staff

Early Childhood Teachers/Educators are responsible for

- Allowing only children with authorisation to participate in an excursion or incursions
- Ensuring that an accurate record of attendance is made of any excursions and incursions
- Maintaining the appropriate educator to child ratios at all times and adequate child supervision at all times.
- Adequately supervising all volunteers and ensuring they are not left alone with individual children
- Following the risk assessment guidelines
- Following the preschools philosophy for inclusion of all children regardless of their abilities or additional needs
- Ensuring that all necessary equipment and details are taken on the excursion including medication and management plans, first aid kit, mobile phone and emergency contact details
- Where applicable, ensure that road rules are obeyed

Families are responsible for

- Reading and understanding the details of a proposed excursion or incursion
- Providing authorisation for a child to participate in a planned excursion or incursion where a child is able to attend, this may include leaving the service grounds
- Where requested and available, participate in excursions and incursions and follow the directions of the responsible person as required
- Never putting themselves in a situation where they are left alone with a child

SOURCES

Community Early Learning Australia Sample Policy – Excursions (Dec 19)

LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations: Regulation 98, 99, 100, 101, 102, 123, 357

Work, Health and Safety (WHS) Act 2011

Work Health and Safety Regulation 2017

AUTHORISATION

This policy was adopted by the Approved Provider of East Lismore Community Preschool on 10th June 2020

REVIEW DATE

This policy will be monitored to ensure compliance with legislative requirements

This policy is set to be reviewed every 2 years unless required earlier due to changes in the workplace or legislative requirements.

Next review date June 2022