

WODEN EARLY CHILDHOOD CENTRE

EXCURSIONS POLICY

POLICY STATEMENT: *Woden Early Childhood Centre will endeavour to provide a variety of excursions to enhance the children's experiences. The aim of this policy is to ensure that excursions are safe, successful and a positive experience for all children. There are standards established for transport and staff ratios on an excursion. The "ACT Centre Based Children's Services - Conditions of Licence" must be adhered to.*

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE:

Excursions are an important part of the child care program and to the developmental needs of the children. It is a policy that excursions outside the centre occur as part of a program of activities for each child. Due to the high risk factor involved when taking a group of children to a Swimming pool, excursions to all pools are prohibited.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Centre based children's Services Conditions August 2000
1.12

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System Quality Practices Guide. 2005 principle 4.5, 5.2

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Linking Policies

Safety and security Policy

Enrollment Policy

Inclusion Policy

Source Documents:

childsafetytalksprogram retrieved from www.kidsafeact.com.au on 4 December 2008

start road safety early retrieved from www.rta.nsw.gov.au on 4 December 2008

commentary walking fact sheet retrieved from www.kidsandtraffic.mq.edu.au on 4 December 2008

Early Childhood Australia, The Code of Ethics 2006, retrieved from [www.early childhood Australia.org.au](http://www.earlychildhoodaustralia.org.au) on 3 December 2008

Key Resources:

[Stuartstuart](#) and Kenny Koala – visit the Centre twice a year and provide the children and staff with safety messages – including holding hands.

road safety song list retrieved from www.kidsandtraffic.mq.edu.au on 4 December 2008

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 4.3.10

EXCURSIONS

preparation

Children will be prepared for an excursion beforehand through the room's programmed activities. Follow up activities e.g. dramatic plays, show and tell, painting pictures, discussions, will be used to assess the success of the excursion.

permission

Parents will also be encouraged to take part in the excursion if their time permits. Advance notice of excursions will be placed in a prominent place in the room to allow for parents to be informed/or a notice could be sent home with each child. Staffing ratios for excursions will be consistent with **Centre based children's Services Conditions August 2000 1.12** . For the purposes of this requirement, parents who may assist in the excursion will be considered as part of the ratio required and their agreement to this is sought.

The use of private, parent and staff vehicles to transport children in our care **will not** be condoned.

Prior to Date of Excursion:

- Appropriate notice of excursions to be given to parents in accordance with licensing conditions;
- Permission forms to include the following information:
 - The purpose of the excursion, benefits, and experience the children will gain;
 - Parents' contact phone number on the day of the excursion if different to usual;
 - Details of any medication the child is taking.
- Permission forms will be signed by parents/guardians;
- Permission forms will remain at the Centre.

On the excursion note the following details will be included: destination, estimated time of arrival and departure, names of staff and type of transport being used and any cost involved.

On the day of the Excursion

A qualified staff member (usually the room leader/senior staff member) will be designated "excursion leader"; there will also be a staff member at the rear of the group ensuring that the group stays together

staff will ensure that the child/adult ratio according to **Centre based children's Services Conditions August 2000 1.12** is adhered to as a minimum;

Staff will write a list of the adults responsible for specific children;

Staff will perform regular head counts from the beginning to the end of excursions;

Staff will ensure that all children wear identification stating the Centre's name and phone number, but **not** the child's name. On occasions where the whole centre is on the excursion the Centre's Mobile phone will be used.

A First Aid bag with, disposable gloves, tissues, band aids must be taken on all excursions as well as cold water, hats, sunscreen and cups.

The bus will not be overcrowded and only accommodate the number of children and adults it is suitable for carrying according to the restraints available.

Where an excursion has a cost, prior approval must be gained. The cost for staff participation in the excursion will be met by the centre, but costs associated with the normal staff's own provision of a meal will not be met.

No budgetary allocation is made for relief/additional staff to be hired to assist with excursion staff ratios.

It will be at the Director's discretion as to whether a child who is not quite two years of age is able to join a bus excursion or not. Toilet training, medical needs, emotional maturity etc will be considered.

Safety on Excursions:

- Staff will ensure they have a list of parents/guardians' contact numbers for that day; this is to be left at the centre or taken on the excursion in the case of a whole centre excursion.
- At least one Staff member will hold a current First Aid Certificate; and ensure a basic First Aid kit is taken on all excursions;
- A mobile phone will be made available for staff to take on all excursions.
- Staff will liaise with parents to ensure that children have adequate protection from the weather, suitable footwear, sunscreen and spare clothes;

- Staff will prepare the children for the excursion including talking about any safety issues eg: walking together, holding hands when walking, crossing the road, sitting on the bus, listening to staff. Staff use songs and games to send a safety message to the children throughout the program.
- staff use commentary walking as suggested by www.kidsandtraffic.com.au to provide the children with the skills necessary to learn to cross the road and travel safely
- staff communicate with each other and stay in a group at all times where possible
- on occasions where the whole Centre is on an Excursion eg: Zoo: staff take mobile phones so that they can contact each other in an emergency
- Strollers are to be considered for younger children.

Incidental Excursions:

- Incidental excursions are walking excursions in close vicinity to the Centre. They do not involve any crossing of main roads.
- Staff will check the Enrolment Forms to ensure that parents have given permission for their children to go on incidental excursions;
- Staff will notify the Director of the destination and expected duration of the excursion;
- Safety precautions are to be followed. Regular head counts will be made during excursions. Correct adult/child ratios will be maintained.

In the Event of an Accident:

- The staff member in charge will remove children from the dangerous situation;
- The staff member in charge will administer First Aid and further assistance as quickly as possible. This staff member will allocate children in their care to other adults;
- Accident Report Form to be filled in on returning to the Centre;
- Child's parent to be contacted if the accident is of a serious nature;
- In the case of an emergency a staff member will contact the centre and discuss the situation with the director or the person in charge.