



The Hutchins School: Children's Services

CS-114: Excursions Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Quality Area 1: <i>Educational Program and Practice</i> Quality Area 2: <i>Children's Health and Safety</i> .
Commencement Date	1/1/2011
Last Review Date	1/9/2016

1. Purpose

The purpose of this policy is to inform and determine the measures taken to ensure the health and safety of children utilising The Hutchins School: Children's Services while on excursion.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

The objective of this policy is to assist in ensuring the health and safety of the children entrusted to the care of The Hutchins School: Children's Services. It has been designed in order to outline the Duty of Care requirements for staff, and to ensure that the service meets its legislative obligations in caring for children while on excursions.

4. Definitions

The Hutchins School: Children's Services	A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).
OSHC	The Hutchins School: Outside School Hours Care
Kindergarden	The Hutchins School: Kindergarden (including Pre-Kinder)
Routine Excursion	An excursion that may be considered "a regular outing, such as trips to the local park(s), library, shops or beach"
Non-Routine Excursion	An excursion that is not covered by the permissions section of The Hutchins School: Children's Services Enrolment Pack; or An excursion held on an irregular basis.



The Hutchins School: Children's Services

CS-114: Excursions Policy

5. Policy Information

The Hutchins School believes that excursions are a vital part of any good program. Excursions should provide a variety of experiences and challenges, and should cater to the interests of the children attending. Given that the School has children across a broad range of ages, consideration must be given to the suitability of excursions for each of these age groups.

No child will ever be taken on an excursion outside the School (a 'non-routine excursion') without the prior authorisation of their parents or legal guardians. Permission forms must include the date and time of an excursion, the proposed destination, the method of transport, the purpose of the excursion, and the staff to child ratios.

Short walks in the local area ('routine excursions') may be taken on an unscheduled basis. Parents are required to sign permission for these walks on their enrolment forms. If any child is present on such an occasion without a signed permission form, alternative arrangements must be made for that child. Where bus trips are planned (unless the option to remain at the centre is provided) no child present at the centre may be exempt from the excursion.

Private vehicles may be used on excursions where the transport of equipment or food is necessary. Where this is done, all necessary food safety precautions need to be considered. At no time, however, is a staff member permitted to transport children using their own private transportation.

Weather forecasts are to be taken into account when programming excursions. If an excursion must be cancelled due to inclement weather, backup activities will be conducted at the centre.

Associated Costs

All Costs associated with Vacation Care excursions are included in the fees. Parents are not required to provide additional funding for such days. Excursions provided by the Pre-Kinder or Kindergarten may be charged where appropriate or necessary.

Bookings and Enrolments

All excursions for Vacation Care are pre-booked, and are listed on the Vacation Care Program booking forms (available on the [OSHC Web Site](#)). Bookings are taken on a first-in, first-served basis, and confirmed by the Director once permission forms are received. Once an excursion is fully booked, additional names may be placed on a waiting list, in the order in which they were received. Should a cancellation occur on an excursion day, the first person on the list will be contacted and offered the vacant space. No preference will be given under any circumstances.

Staff Ratios

The current ratio for excursions is 1:5 for children aged between 3 and 4 years; 1:10 for children aged 6-12 years. These ratios are determined according to the *Education and Care Services National Regulations*. Excursions that may be deemed



The Hutchins School: Children's Services

CS-114: Excursions Policy

'high risk', or with significant identified hazards, may demand lower ratios. In order to summarise the requirements of the Licensing Standards across both services, the guideline [CSG-100: Staff to Student Ratios on Excursions](#) has been created. Please refer to this document for further detail.

Required Items for Excursions

There are a number of items that must be taken on every excursion. Each of these items is listed in the [Activity Risk Assessment Template](#). This form is to be completed prior to each excursion. Staff are required to read through and sign off on each Risk Assessment prior to the excursion taking place.

Medication Administration

If medication administration is required while on an excursion, staff are required to follow the Medication Administration Policy. Briefly, this means that a child over eight (8) years of age may be permitted to self-medicate, though staff are required to supervise this administration, and to ensure that the children have their medication with them prior to leaving the centre. If the child is under eight years of age, staff are required to ensure that the medication is taken along with the first aid kit, and to administer that medication when required. The relevant form (CSF-100: Medication Administration Form) must also be completed. For further information, refer to [CS-121: Medication Administration Policy](#).

Safety on Excursions

Some excursions may involve crossing major or busy roads. Staff will always follow the correct and safe procedure for crossing roads as outlined in the service's procedures. The safety of the children is paramount at all times. Sensible behaviour will be encouraged and modelled by staff. Wherever possible, excursions on foot will be planned in order to minimize the need to cross busy roads. Please note that busy roads demand a change in the staff ratio for children aged 4 years or younger (refer to [CSG-100: Staff to Student Ratios on Excursions](#)).

On any excursion, at least one staff member accompanying the children will hold a current Senior First Aid certificate. At least one staff member will carry with them the details of the Service, such as the name, address and phone number.

Accidents and Incidents on excursions are to be handled according to the details outlined in the First Aid Policy. As in all other instances, the appropriate form, [OHS-P308.2: Incident, Injury and Illness Report Form](#) should be completed.

Each of The Hutchins School's Children's Services uses the Hutchins School buses. These are easily identifiable as belonging to the school. In the event of a breakdown, the staff member in charge, or driver, will consult the Bus Emergency Procedure, which can be found in the vehicle itself. This outlines the correct procedure to follow. The staff member in charge will ensure that children are safe and secure at all times, and if necessary, will inform parents of any concerns.

During Vacation Care, 'Cresswell Coaches' may provide transportation. Where applicable, this will be clearly stated on the Permission Forms for the relevant program.



The Hutchins School: Children's Services

CS-114: Excursions Policy

Before undertaking an excursion, it is the responsibility of the person in charge, and the bus driver, to ensure that the bus capacity is not exceeded. Bookings for excursion days will only be taken up to the number of passengers legally allowed on the bus. Extra bookings may be taken on a waiting list, or if more than one bus is being used. Because the service does often have very young children attending, as a safety precaution, staff will arrange seating on the bus so that the younger children are seated on the window side of the seat wherever possible. Older children should then be seated on the aisle seat. Seat belts, where available, are to be worn without exception.

In the event of an accident, the driver will follow the Bus Emergency Procedures. The staff member will then:

- *Ensure that the children are safe and secure – either on the bus, or in another safe location;*
- *Comfort, calm and reassure the children;*
- *Phone any emergency services that may be required;*
- *Follow the service's procedures for accidents (see Accident, Injury and Illness Policy);*
- *Notify the Director; and*
- *Inform parents as soon as it is possible to do so.*

A copy of the [Hutchins School Bus Emergency Procedures](#) is available online.

Clothing on Excursions

Children participating in excursions will be expected to wear appropriate clothing. Holiday Programs state the need for specific items of clothing to suit whatever weather may eventuate (e.g. hats for sun protection, a warm coat for cooler weather, and sensible, practical shoes. Other items depend on the excursions themselves). Staff will endeavour to ensure that all children are wearing clothing that is appropriate for the excursion listed; children who are in clothing that is inappropriate or inadequate for the weather conditions or excursion will have their parents contacted in order to correct the situation.

Supervision and Safety

There are a few general points that staff will always discuss with children before leaving the bus at their destination. The supervising staff member will explain to the children where their boundaries are, explicitly detailing where the children may go, and where they may not. Boundaries may be physical, such as a wall or fence, or visual, such as 'you may not go past this tree', or 'you must stay where you can see me, and I can see you', etc.

If children are to be visiting the beach, they are permitted to paddle, but only up to their knees. Any child who breaches this rule will not be allowed to paddle. Though legislation does allow for the provision, no child will be permitted to swim while on an excursion with The Hutchins School's Children's Services. This applies primarily due to the staff / child ratios required in such an exercise, but also because of the inherent risks associated with allowing a child to swim while in care.



The Hutchins School: Children's Services

CS-114: Excursions Policy

The Use of Toilets on Excursions

While on excursions, children must be supervised when going to the toilet. Children in grade 3 or higher may go to the toilet in pairs, provided that they inform a staff member when they leave, and notify them of their return. Staff are to take note of the children who have gone to the toilet, and how long they have been gone. Staff are also encouraged to watch the children go and return. Children in grade 2 or lower will be accompanied to the toilet either by a staff member, or by an older child.

Toilets are to be inspected before children's use. This is to ensure their safety from syringes, unclean facilities, etc. Children are to be made aware of stranger danger. Children are asked not to talk to people that they do not know, and to report to staff if any member of the public is behaving in a way that makes the child feel uncomfortable.

Overnight Care

It is the policy of The Hutchins School's Children's Services not to provide overnight care under any circumstances.

6. Supporting Procedures / Guidelines

First Aid Policy

Bus Emergency Procedure

CSG-101: Staff to Student Ratios on Excursions

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 1: Educational Program and Practice

- **Standard 1.1: An Approved Learning Framework informs the development of a curriculum that enhances each child's learning and development.**
 - Element 1.1.3: *The program, including routines, is organised in ways that maximise each child's opportunities for learning*
 - Element 1.1.4: *The documentation about each child's program and progress is available to families.*

Quality Area 2: Children's Health and Safety

- **Standard 2.3: Each Child is Protected**
 - Element 2.3.2: *Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.



The Hutchins School: Children's Services

CS-114: Excursions Policy

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 99; 168, 168(2)(h).

8. Referenced External Documentation

Bergen, D & Pronin, D. "Play and Social Interaction in Middle Childhood".

Phi Delta Kappan, Bloomington: Feb. 2009. Vol 90, Iss. 6; p. 426-431

Brownson, R., Eyler, A., Haire-Joshu, D., Lohman, D. and Nanney, M. "Correlates of After-School Activity Preference in Children Aged 5-12: The Parade Study".

American Journal of Health Education. Reston: March/April 2006. Vol. 37, Iss. 2; p. 69-78

Coleman, K., Geller, K., Rosenkranz, R., Dzewaltowski, D., "Physical Activity and Healthy Eating in the After-School Environment".

The Journal of School Health. 2005. P. 633-640

Frith, J., Kambouris, N., & O'Grady, O. (2003). *Health & safety in children's centres: Model policies and practices* (2nd ed.).

NSW: School of Public Health and Community Medicine, University of New South Wales.

Hofferth, S. and Curtin, C. "Leisure Time Activities in Middle Childhood".

Department of Family Studies, University of Maryland. July 2003.

Jones, R.B., "Play is for All of Us".

Childhood Education. Career and Technical Edition Journal, 2005.

Kennedy, A. & Stonehouse, A. *Shared Visions for Outside School Hours Care*. Melbourne: Newton Press, 2004.

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.



The Hutchins School: Children's Services

CS-114: Excursions Policy

10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

<i>Date</i>	<i>Changes made under review</i>
1/9/2013	Policy placed in new (2013) template. Minor changes made to terms contained within the document to preserve continuity with the NQF and EYLF (e.g. "staff" becomes "educators" and so on). No major changes to procedures.
21/02/2014	Minor alterations made after review by Executive; primarily textual corrections. Addition of hyperlinks upon review. No major textual changes.
1/9/2016	Minor adjustments made to template layout, paragraph spacing and pagination. Additional minor changes made to text for clarity and flow. No policy changes.