Guideline Statement

Services operating under the Tasmanian Licensing Standards are required to distribute specific information to parents and families prior to an excursion being undertaken. Please ensure that your letters to parents and families include the following details:

- Destination;
- Date & time;
- Method of transport (be specific: Hutchins Bus, or hired bus?);
- Purpose and activities at Destination;
- Number of staff accompanying and supervising children – varies (1:10 minimum);
- Any significant hazards (note also that hazards (which should be noted in your risk assessment) may affect your staff:child ratio; please refer to the ‘Staff to Student Ratios For Excursions’ guideline for further details); and
- Items that children will need to bring and wear.

These details should be provided in letter form, with an accompanying tear-away slip providing an option for the student to attend, or not attend, and a place for the parent to sign.

Please also ensure that you observe the following:

- Provide a copy of your Bus Order to the Junior School Secretary;
- Place a hard copy of your Risk Assessment with sign-in sheet for the day (for parents to view);
- Ensure that your excursion is correctly entered into the JS Calendar and Outlook Calendar; and
- Where necessary, ensure that you have arranged a duty swap.

The following are also required on every excursion:

- One staff member with current First Aid Qualifications, and the knowledge and ability to implement current First Aid Procedures;
Excursion Permission Form Guideline

Tasmanian Licensing Standards for Centre-Based Care (Class 1 and 2): Standard 4; QAIS Quality Areas: 3,4,5 & 7; OSHCQA Quality Areas: 4,5,7 & 8.

☐ At least one First Aid Kit, including any emergency medication required for the excursion (including eppens);

☐ A list of all children and adults participating in the excursion;

☐ Emergency information (including contact phone numbers, and names and details of children with allergies) for all children;

☐ A mobile phone, or means of contact with emergency services; and

☐ Medication Administration and Accident/Incident/Illness Report Forms.

Links to Other Policies

This policy supports or is related to the following documents:

- CS-102: Admissions, Bookings and Fees
- CS-104: Centre Philosophy
- CS-105: Child Protection
- CS-114: Excursions
- CS-128: Record Management
- CS-131: Supervision
- CSG-100: Staff to Child Ratios on Excursions (Guideline)