



STREAKY BAY CHILDREN'S CENTRE EXCURSIONS AND OUTINGS POLICY

AIM:

To provide safe learning experiences based on children's interests.

To extend and enhance the learning opportunities for children.

To enable the children to experience more of the immediate and extended community.

To foster creativity when children explore the new avenues opened to them from observations during an excursion.

To provide guidelines which will guide staff in the event of a child being lost whilst on an outing or an excursion. If a child is lost, staff will instigate a methodical, calm, professional search by following this procedure.

IMPLEMENTATION

Complete a risk assessment before every excursion and must consider:

- The proposed route and destination.
- Any water hazards and risk associated with any water based activities.
- The method of transport.
- The number of adults and children involved in the excursion with particular emphasis on risk/s posed on excursions, ensuring low ratios for paramount supervision and engagement and whether and specialized skills are required to ensure children's safety.
- Proposed activities.
- Likely length of time of the excursion.
- The items that should be taken on the excursion including if sunscreen will have to be applied/taken if the UV rating is higher than 3.
- Access to toilets, nappy change, shelter, food and water.

If any excursion is a regular outing, a new risk assessment must be done every 12 months to monitor ongoing risks or any new circumstances.

- Gain permission for local walks and contact families should they not have given consent to see if their child can participate.
- Provide families with advance notice of any other excursion with details of **date, destination and purpose of excursion, educators/adult ratio, group size, times, cost, what children need to bring and transport.**
- Obtain written parental consent for each child participating.
- Prior planning of resources required, including first aid kit, food and drink, medical requirements, spare clothes, camera, individual children health requirements, transport, mobile phone and whistle.
- Activities, expectations and procedures, such as crossing roads, travelling by bus, and emergency signals are explicitly taught to children.

Take a roll call rather than count heads to ensure that all children are accounted for, this procedure should be followed:

- On leaving the Centre.
- When travelling by bus a staff member is nominated to be responsible for performing a head count every time children board and alight from a bus.
- On arrival at each destination.
- At regular intervals at the destination.
- Leaving each destination.
- On return to the Centre.

Take a mobile phone and children's emergency contacts on excursions.

- Inform other educators, students and volunteers of their role modelling responsibilities. Explain the nature of the excursion and how they can support
- Record the excursion (photographically) and incorporate learning concepts related to the excursion into the curriculum both before and after the outing to enhance children's learning and promote discussion.
- Excursion may be rescheduled or cancelled if day of extreme weather conditions such as extreme heat or catastrophic fire conditions. Assessment needs to be made of mode of transport and route and the nature of the excursion.
- If there is an Emergency during an excursion, the most senior educator will coordinate action. The Director will be informed as soon as possible. If the emergency is regarding a lost child, the Lost Child Policy- Outings and Excursions instructions outlined below are to be followed and will be put into practice.

Families will:

- Be asked to give written general permission at the time of enrolment for educators to take their child for walks within the local area. Such outings may be organised spontaneously.
- Give written consent if they wish for their child to participate in an excursion.
- Be asked and given the choice to participate in excursions.
- Give emergency contact details for child whilst on excursion.
- Asked to provide a child booster seat when travelling by bus

In the case of a lost child:

The most senior Educator on excursion will:

- Check attendance sheet and talk with other educators to establish if the child has been collected by a parent/guardian.
- If a child cannot be accounted for, ensure that all other children are kept calm, safe and adequately supervised.
- Delegate an educator to notify the Director of the situation while another educator commences the search procedures outlined below.
- Assign an educator to retrace the group's steps and to ascertain that the child is in fact lost/missing.
- Phone parents and the police if the child is not located after retracing steps and searching immediate area.

- Decide, in consultation with the Director, whether arrangements will be made for the remaining children to return to the Centre accompanied by a qualified member of staff or to continue with the planned activity.
- Maintain telephone contact with the Centre and Director, if possible.
- The Director is the **only** Centre staff who may liaise with the media.
- An educator will remain in the area to assist the Police with the search.

Staff will:

- Ensure a search is conducted.
- Ensure the police and parents/guardians are notified as soon as possible.
- Provide any assistance possible to authorities.
- Seek advice and support from Department of Education and Child Development (DECD) using the Extreme Severity and Serious Critical Incident Reporting Process.
- Notify the regulatory authority of the incident, as per National Law, on **8226 1815** and report the incident on IRMS.
- Arrange for counselling for parents, educators and children by contacting and seeking advice from the Family Services Coordinator.
- Liaise with media following advice from Police and DECD.
- Fill out a detailed incident report.
- Instigate a risk analysis of care procedures to prevent a reoccurrence and coordinate the information to be included in a written report.

EVALUATION:

This policy is viewed to be working effectively when:

- The children's knowledge and interests have been extended by visits outside the environment of the Children's Centre.
- Excursions are well organized and documented, utilising risk assessment and evaluations.
- Excursions are a regular part of the program.
- All children return safely.
- Administrative records of excursions are kept, in case of further legal action.
- Educators are aware of procedures to follow in the event of a missing child.
- Educators act in a calm, methodical, professional manner by following procedures.
- Adequate support and guidance is available for educators and families.

National Quality Standards:

6. Collaborative Partnership with families and communities

6.2.3 The service builds relationships and engages with the community.

Procedure Forms:

Excursion Form/ Risk Assessment

Incident Report

Staff and Gov Council endorsement March 2020 / reviewed March 2022

