Excursion Procedures and Risk Assessment Conduct

The Peter Toms Early Learning Centre may offer excursions throughout the year that relate to the boys’ current interests to enhance their understanding and learning. An excursion is defined as an activity in which the boys will be taken out of the premises. Careful planning is implemented to ensure the safety and success of the excursion.

Values
We are committed to:

- Providing opportunities for children to explore the wider community as a group and extend on the educational program provided at the centre.
- Ensuring that all excursions and centre events are accessible, affordable and relevant to children’s needs and interests.
- Ensuring that the health, safety and wellbeing of the children are met and that all relevant requirements of the Children’s Services Regulations are complied with during excursions and centre events.

Procedures
Authorising the excursion:

The Director is responsible for approving an excursion that will include the consideration of:

- Budget implications - the cost of the excursion/centre event to the centre
- The number of children to participate in the excursion
- The number of staff/adults required to attend
- The potential disruption to normal program times on the users of the centre.
- Any changes to the usual working arrangements of staff due to the excursion
- The provision of facilities at the proposed destination, including toileting, access to water, shade, safety considerations such as proximity to water, roads, bush or crowds, and occupational health and safety

The classroom educator is responsible for submitting a written request at least four weeks prior to the proposed excursion/centre event, to the Director detailing:

- Date, time and destination.
- How the excursion/centre event relates to the education program provided for the children and the value of the excursion/centre event, including objectives, proposed activities and desired outcomes of the excursion.
- How staff will manage the toileting requirements of the children during the excursion.
- Proposed method of transport.
- Proposed staff and adult-to-child ratio for the excursion.
- Cost of the excursion/centre event
- Specific requirements and strategies that will enable any children with additional needs
attending the program to participate in the excursion/centre event.
- Strategies for communicating details of the excursion/centre event to all families, which may include brochures or notices in languages other than English.
- Complete an Excursion Risk Assessment Plan

**Adult to Child minimum ratios for supervision on excursions:**

The minimum Adult/Child ratios are:
- Children aged 3-4 years one (1) adult to two (2) children
- Children aged 4-5 years one (1) adult to three (3) children

When children with additional needs are taken on an excursion, additional adults will be included in the ratios as required. Accompanying adults should be assigned specific children to their care and explained the objectives of the excursion prior to leaving the Centre. Ultimately it is the educators who are responsible for the care of all the children.

**All staff are responsible for:**

- Discussing with the children, the aims and objectives of the excursion, and items of special interest to them.
- Informing parents/guardians of any items the children require for the excursion, such as hat, coat, sunscreen and snack.
- Providing parents/caregivers with a written outline of the excursion to be carried with them at all times. This may include a list of children in attendance, a list of the staff in attendance, a telephone number to be used if they become separated from the group, a timetable for the excursion, and any other information identified by the centre as relevant to the excursion.
- A list of those participating in the excursion is cross-referenced against the attendance book.
- A nominated staff member is carrying the first-aid kit, emergency contact details for each child, contact details of children’s medical practitioner or medical services, mobile phone, sunscreen (if required), medications and medical management plans for children (if required), and a copy of the attendance record

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**Who is affected by this policy?**
Children, families and staff

**Review**
The review will be conducted by:
* The Peter Toms ELC staff
* Families

**Policy created:** 20 September 2012