

## Excursions and Transportation

### **Legislation:**

Education and Care Services National Law (WA) Act 2012; 165; 165(A);167; 169; 174(2)  
Education and Care Services National Regulations 2012; 99; 100; 101; 102; 136; 168  
National Quality Standard for Early Childhood Education and Care; 1.1.1; 1.1.2; 2.3.1; 2.3.2;  
4.1.1; 4.2.1; 6.2.1; 6.3.4

### **Sources:**

Department of Transport WA <http://www.transport.wa.gov.au>  
Kidsafe <http://www.kidsafe.com.au/>  
Professional Development and Support for Children's Service in Australia  
<http://www.pscalliance.org.au>

### **Policy Statement:**

Excursions are considered to be an integral part of the children's program and will be arranged accordingly to provide a broad range of learning experiences for children. Parental permission will be sought for all excursions which will be organised to comply with the Education and Care Service National Regulations and Law.

### **Strategies for Implementation:**

- On excursions from Unicare, children will at all times be in the charge of a responsible Educator.
- The educator: child ratio will be maintained in accordance with Education and Care Service National Regulations. Additional responsible adults may facilitate excursions if required. Considerations for adult: child ratios include; age and abilities of children, excursion destination, method of transport and types of activities.
- The nominated supervisor/educator will prepare an excursion authority and risk assessment for each excursion in order to identify and assess risks that may pose to the safety, health and wellbeing of a child and specify how the identified risks will be managed and minimised.
- **A risk assessment will include but not limited to**
  - The proposed route and destination
  - Water hazards and risk associated

- Transportation
  - Adult : child ratios
  - Skills of responsible adults ( e.g. a water based activity may include the presence of a qualified life guard)
  - Proposed activities
  - Duration of the excursion
  - Items to be taken (e.g. mobile phone and emergency contact numbers for families)
- **Written permission will be obtained from families whose children are participating in the excursion.** The authorisation must be given by a parent/guardian or other person identified in the enrolment form as having authority to authorise taking the child out of the service. The signed authority will include
    - The child's name
    - Reason for excursion
    - Date of excursion
    - Description of proposed destination
    - Method of transport
    - Proposed activities to be undertaken
    - Period the child will be away from the premises
    - Number of children and educators attending
    - Additional responsible adults
    - That a risk assessment has been conducted and is available at the service.
  - The senior educator in charge of the excursion will have a list of the children on the excursion and the emergency contact details provided by parents.
  - The contact staff member in charge of the excursion will have a mobile telephone, which is turned on, and on which he/she may be contacted at all times during the excursion.
  - Children may be taken on walking excursions within the local community when parents have signed the authority contained within the enrolment form. A risk assessment of the area will be conducted every 12 months.
  - Adult volunteers may be used to augment adult:child ratio's on outings. All children must remain in the direct supervision of an Educator at all times.
  - Where public toilets are utilised these will be checked first by an Educator to ensure they are safe. Children will not be left unsupervised.
  - Educators will ensure all adults attending the excursion are advised of their responsibilities including:
    - Advising the educator in charge of an incident, emergency or identified risk.
    - Identify who is in charge of the first aid kit and which educators are qualified to administer first aid.
    - Ensuring the children they are assigned stay with them at all times.
    - Make regular head counts of the children they are supervising to ensure everyone is accounted for.

- At least one educator qualified in first aid will be available on the excursion.
- **A fully equipped and properly maintained First Aid Kit (including emergency asthma and anaphylaxis equipment) will be taken on all excursions from the premises.**
- Where children are taken on an excursion that is close to a body of water additional adult supervision will be organised. Educators will have constant visual contact and remain in close proximity at all times.
- **A record of each excursion will be retained for 3 years**, and will include:
  - Name of each enrolled child that attended
  - Parent authorisations
  - Risk assessment.

### **Transport**

- Children will not be transported in a motor vehicle without the written authorization of the parent/guardian of the child.
- Children traveling on a bus will be required to remain seated at all times and use seatbelts if they are fitted.
- Children under 7 years of age are not permitted to travel in the front seat of a vehicle.
- When traveling in a motor vehicle children up to 6 months must use a rearward facing restraint. Children 6 months to 4 years must use a restraint with a built in harness and children 4-7 years must use a booster seat. (Vehicles of 13 or more seats are exempt from the restraint requirements for 0-7 year olds if restraints are not available.)
- The educator: child ratio will be maintained in accordance with Education and Care Service National Regulations during transportation.
- Journeys by public transport will be carefully planned and assessed. Adult:child ratios will be carefully considered and communication with the transport authority advisable. Children will remain in the direct supervision of educators.

### **Procedures for breakdown, accident or other emergency**

- Should the vehicle in which the children are passengers break down, or become involved in an accident or other emergency an educator will:
  - assess the danger;
  - assess the safest place for the children to wait for a replacement vehicle, or for repairs to be carried out;
  - call an ambulance and/or administer first aid if required;
  - contact the service to advise them of the situation.

**Excursion Authority**

Dear families,

In order to enhance our curriculum and expand on the experiences and development of the children we are planning an excursion to

Excursion date:

Destination description:

Number of Educators:

Children:

Volunteers:

Time of Departure: Please ensure children arrive before this time to avoid disappointment.

Time of return:

Method of transport:

Proposed activities include:

Cost:

**A risk assessment has been conducted and is available at the service upon request.**

Please ensure that your child wears appropriate clothing including a T-Shirt covering the shoulders and sensible footwear. If your child is displaying any signs of being unwell, it is in the interests of all, that you do not send them on this excursion.

If you have any questions please do contact an Educator in your room.

Thank you.

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Thank you for the information regarding the excursion to \_\_\_\_\_

**I do / do not** give permission for \_\_\_\_\_ (child's name) to participate.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_