

# Excursions Policy

## RATIONALE

Trips from the Centre during session times are seen as part of the curriculum in the community. The number of excursions undertaken must be balanced against the need for children to have regular sessions at the Centre in a familiar environment. Trips must also have a purpose which involves preparation, risk assessment and follow up.

## PRACTICE

ALL trips must be approved by the Centre Director or Service Provider, checking that ratios and qualified people are correct. This means that NO excursions can be undertaken if the Centre Director and Service Provider are away, unless pre-approved.

For ALL trips a staff member who is a "Person Responsible" (qualified and with a current first aid certificate) will accompany all children. In addition, a teacher classed as a "Person Responsible" (qualified and with a current first aid certificate) must remain in the Centre, unless all children are on the excursion and a notice is left on the door informing parents of where the excursion is. Required ratios at the centre will be maintained.

An Excursion Risk Management Plan [Link](#) or relevant Community Excursion Sign-off sheet (Hillview Junior Playground [Link](#), Hillview Field [Link](#) or Supermarket/shops [Link](#), Hillview Market Day [Link](#), Hillview Hall/Class [Link](#)) MUST be completed and signed by the Centre Director and Person Responsible on the outing. Each Community Excursion Sign-off sheet includes the date of the trip, times of departure and return, the venue, children who went and adults who accompanied the children, and method of travel (walking).

### Community Excursions

Written permission is obtained on the Enrolment Form authorising the teachers to take children on spontaneous walks within 500 metres of the Centre. The relevant Community Excursion Sign-off sheet (which includes the risk assessment) must be signed by the Centre Supervisor and Person responsible for the trip before leaving for any community excursion. A risk assessment will be performed bi-annually for local community excursions to the Hillview Field and Hillview Junior Playground and supermarket/shops (this is attached at the bottom of this policy). A cellphone with relevant contact phone numbers and first aid kit is taken on every trip.

Visits to Hillview Junior School - Fingerprints Christian Preschool has a gate access to Hillview Christian School junior grounds and the school allows use of its grounds. A "Person Responsible" will accompany these visits, the table below outlines the ratios set out for a trip to Hillview and the positioning of teachers in some instances. The gate between Fingerprints and the preschool will remain unlocked for the duration of any visit.

Number of Children	Person Responsible	Total Number of Teachers at Hillview	Number of teachers at Fingerprints	Teacher Positioning
1-6	1	1	1:6 ratio	
7-12	1	2	2-20 ratio	1 Teacher Outside at Fingerprints
13-18	1	3	1:10 ratio	1 Teacher Outside at Fingerprints
19-32	1	4	1:10 ratio	1 Teacher Outside at Fingerprints
33-50 Or everyone	1	5	1:10 ratio	1 Adult at Fingerprints or excursions sign up at front door

Teachers will outline and implement the following rules with all children;

- Not playing on the stony playground
- No playing past the barked playground
- All children must be in clear view
- Children should visit the bathroom before they visit Hillview.

Visits to Hillview senior school or the Supermarket/shops. A ratio of equal to or better than 1 adult to 6 children will be maintained on these trips. If insufficient adults are present, the trip will be cancelled.

For community walks of a longer nature, separate signed permission will be sought, with the ratio of adult to children stipulated. These excursions will provide for emergency situations e.g First Aid kit, Medication, Sun hats (in season), Nappies, Cell phone, Drinking water etc. A first aid kit will also remain at the Centre at all times.

### **Longer Excursions**

Planned trips will be advertised to parents/caregivers in advance so that they have the opportunity to accompany us if they so wish. Separate written permission will be requested from the parent/guardian of children for trips taken outside of the 500 meter range, including trips in motor vehicles or on public transport. This permission will cover only a stipulated date and place to be visited. Requirements of Traffic Regulation 1976 will be complied with. The permission form will inform parents of the proposed adult:child ratios (1 adult:4 children or better), details of trip, risk assessment information will also be available for parents to view. An Excursion Risk Management Plan, including an assessment of potential risks and an outline of potential management procedures, will be written specifically for any trip without a Community Excursion Sign-off sheet.

Longer excursions will provide for emergency situations e.g First Aid kit, Medication, Sun hats (in season), Nappies, Cell phone, Drinking water etc. A first aid kit will also remain at the Centre at all times.

Messages will be left at the Centre with remaining staff, or when the whole Centre goes on a trip a printed sheet attached to the front door will be displayed with a contact phone number for the Centre Supervisor and to inform the community that a trip is in progress.

A regular check of children present will be made while the trip is in progress. The teacher responsible for the outing may delegate the supervision of children to adults in small groups however still has overall responsibility on the trip.

### Motor Vehicle Requirements

Written permission will be obtained from all parents prior to travel.

On trips where a bus has been hired adults will sit on the end of the seat rows to ensure the safety of children, no children will be allowed to walk around on the bus while it is moving.

Every car will be checked for a current warrant of fitness and registration and every driver's licence will be photocopied and kept on file with the risk assessment form. Our centre checks that the motor vehicle used is fully insured for its purpose this and all liability is on the insurance holder/owner of the vehicle. Drivers will have a full license for the vehicle they are driving, whether it is a taxi, mini van or car.

When children are travelling on an excursion involving transport in a motor vehicle, the usual ratios apply (on the discretion of the person responsible) however drivers will not be included in the ratio. A driver will be accompanied at all times by a qualified ECE teacher. A driver can also be a qualified ECE teacher but is not included in the ratio. Where the driver is a qualified ECE teacher the accompanying person is able to be another staff member or other adult.

We will meet all child restraint requirements when transporting children. Where parents do not have an appropriate child restraint, all efforts will be made to borrow/hire car seats. Where this cannot happen, children will not be permitted to be transported in a motor vehicle.

This procedure will be reviewed before each major excursion and at least every year.

#### Community Visit Risk Assessment

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who is responsible	Control implemented
Playing on the junior play ground	Fall from height Walk in front of flying fox  Climbing on cubbiehouse roof Harmful debris left over holidays Child runs away (see map) <ul style="list-style-type: none"> <li>Hides behind trees</li> </ul>	Low/Moderate  Moderate  Moderate  Low  Low	Teachers supervise bars  Children pre-warned and teacher stationed there when in use  Out of bounds for children  Teachers to do a visual check as they arrive  Supervision and $\frac{1}{4}$ hourly- head count	          Person responsible	          Removal if needed

	<ul style="list-style-type: none"> <li>• Heads toward pool</li> <li>• Heads toward driveway</li> </ul> <p>Children impacted by strangers</p>	<p>Low</p> <p>Moderate</p> <p>Low</p>	<p>Supervision and <math>\frac{1}{4}</math> hourly- head count - Pool gate is closed</p> <p>Teacher stationed on driveway side - children only to play within barked area</p> <p>Return to preschool if teachers are concerned about other adults in the area</p>	<p>Person responsible</p> <p>Assigned teacher</p> <p>Person responsible</p>	
Playing on the field	<p>Child runs away</p> <ul style="list-style-type: none"> <li>• Hides behind trees</li> <li>• Heads toward pool</li> <li>• Heads toward driveway</li> </ul> <p>Children impacted by strangers</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Supervision and <math>\frac{1}{4}</math> hourly- head count</p> <p>Supervision and <math>\frac{1}{4}</math> hourly- head count - Pool gate is closed</p> <p>Supervision and <math>\frac{1}{4}</math> hourly- head count</p> <p>Return to preschool if teachers are concerned about other adults in the area</p>	<p>Person responsible</p>	
Supermarket or shops at supermarket complex	<p>Cars in driveway</p> <p>Traffic while crossing the road</p> <p>Traffic in carpark</p> <p>Hazards on shelves in supermarket</p> <p>Child running off</p>	<p>Moderate</p> <p>Moderate/High</p> <p>Moderate/High</p> <p>Low/Moderate</p> <p>Low/Moderate</p>	<p>Children pre-warned and teacher checks and listens</p> <p>Children wear fluoro vest with Fingerprints name and number on it. Children hold hands in a group and cross on teachers instruction</p> <p>Teachers walk down Wilsons Road until crossing into car park and cross through the carpark using the crossing</p> <p>Supervision - Children and teachers move through aisle in a group. If necessary. Teachers will seek first aid from the front counter. In the event of an injury or accident the center will be called for assistance. Children are to hold hands - on the road and stay in a group in the supermarket- in the event a child breaks hands all others will be asked to sit down and wait as the teacher collects the other child and holds their hand directly. The teacher will call preschool and ask a nearby adult to help if necessary.</p>	<p>Person responsible</p>	

	<p>Bees on bushes</p> <p>Strangers</p> <p>Trucks in driveway</p> <p>Child becomes ill/needs toilet</p>	<p>Low</p> <p>Low</p> <p>High</p> <p>Low</p>	<p>Group will return to preschool immediately and medical attention given</p> <p>Return to preschool if teachers are concerned about other adults in the area</p> <p>Use only the Wilsons Road crossing entry - avoid the truck access driveway</p> <p>Return to preschool immediately - call centre</p>		<p>Alternate route</p>
Hall/Class visit	<p>Trip on class room material</p> <p>Fall from stage</p> <p>Hazards in backstage are</p> <p>Enter toilet or no entry area</p> <p>Same issues as playground RAM as move through playground</p> <p>Access directly onto road area from back of hall through doors</p> <p>Walking to Hillview hall - cars in gates, carparks and on road</p>	<p>Low</p> <p>Low</p> <p>Moderate</p> <p>Low</p> <p>Moderate</p> <p>Moderate</p>	<p>Classroom visited by teacher first</p> <p>Children notified of risk and paced and monitored on stage</p> <p>Teachers check back stage for hazards before entering. When back stage children are required to stand together as a group</p> <p>Children toileted at preschool and not to enter toilet unless supervised</p> <p>See playground RAM</p> <p>Ensure doors are closed</p> <p>Children hold hands in groups of no more than 6 with and adult responsible for monitoring each group. A teacher is in the lead group and is responsible for checking driveways before lead group passes and alerts following groups of possible traffic movements</p>	<p>PR</p> <p>PR</p> <p>PR</p> <p>PR</p> <p>PR</p> <p>PR</p> <p>Teacher in lead group</p>	



Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Li k e l i h o o d	Alm ost ce rta in	Moderate	High	High	Extreme	Extreme
	Like ly	Moderate	Moderate	High	Extreme	Extreme
	Poss ibl e	Low	Moderate	High	High	Extreme
	Unli kel y	Low	Low	Moderate	High	High
	Rar e	Low	Low	Low	Moderate	High

**GUIDING DOCUMENTS:**

Education (Early Childhood) Regulations 2008 46, HS17, HS18  
 Traffic Regulation 1976

Approved by:

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Service Provider  
Contact Person: *Aaron Donaldson*  
Reviewed: March 2022

Date: March 2022  
Date March 2022  
To be reviewed: March 2024

1 Is this policy working?

Yes it is followed

2 Does it match our practice? We have found areas where it has previously not matched practice

3 Is it supported by research?

From EC website for templates and reference to criterion and asking supermarket and Hillview for their risk assessments (not available though)