

EXCURSION AND TRANSPORT POLICY

Introduction

"Children have a fundamental right to be protected and kept safe when they attend an education and care service. Unsafe settings and situations can negatively impact on children's physical health and wellbeing, which in turn can negatively affect their experiences, learning and wellbeing in the present and throughout their lives." (National Quality Standard – Element 2.2 p.166).

Excursions and Transport require appropriate planning and risk management to ensure the best experience and enjoyment for all. Ausscot Family Day Care is committed to providing excursions and transport that are well considered and planned, provide meaningful experiences, and ensure the health, safety, and wellbeing of children always.

Goals - What are we going to do?

We will:

- Make excursions and transport a part of the program of education and care;
- Plan for excursions and transport with careful consideration of the safety of children and adults;
- Carry out excursions and transport only where full documentation and authorisations have been completed and obtained; and
- Undertake full Excursion and Transport Risk Assessments, consideration of value of educational excursions, and plan for the safety of all persons, always.

Strategies - How will it be done?

All excursions and transport will be planned in advance to:

- maximise both children's developmental experiences and their safety;
- reflect the age, capacity and interests of the children;
- ensure they are properly supervised and are conducted in a safe manner; and
- are conducted with fully informed written parent/guardian/authorised nominee authorisation.

All excursions and transport will be thoroughly researched to ensure:

- supervision is adequate so children cannot be separated from the group;
- access to hazardous equipment and environments are minimised;
- there is adequate access to food, drink and other facilities (toilets, hand washing etc);
- consideration is given to the mobility and supervision requirements of children with high support needs; and
- that adequate sun and shade protection is available.

When planning for an excursion and transport the Educator will:

- assess the requirements for the excursion and transport.
- conduct an **Excursion and Transport Risk Assessment PRIOR to the excursion and transport;**
- inform families of the details of the excursion and transport including destination, objectives and outcomes, and what the child should bring;
- provide parents/guardians/authorised nominees with an Authorisation to Participate in an Excursion and Transport form to sign with a signature (authorising);
- collect completed Authorisation to Participate in an Excursion and Transport form for each child attending the excursion and transport;
- arrange for a suitably equipped first aid kit (including EpiPen, if required) and mobile phone is to be taken on the excursion and transport;
- **provide the coordination unit office with a copy of the Excursion and Transport Risk Assessment PRIOR to the excursion and transport.** Or, if unable to supply the Excursion and Transport Risk Assessment PRIOR to the excursion, or speak to the responsible person currently on duty for that day; and
- **provide the coordination unit office with a copy of the Authorisation to Participate forms for ALL children attending the excursion and transport prior to the excursion and transport.** If this is not possible, speak to the responsible person currently on duty for that day.

Additional factors need to be considered in the planning of excursions and transport for children with high support needs. Where possible, our service will uphold the right for all children to access all excursions and transport and engage in meaningful ways while on excursions.

Excursion and Transport Risk Assessment

An 'excursion and transport' means; any time that the Educator and the children leave the designated childcare area (identified on the Educator's Emergency Evacuation Plan). Ausscot Family Day Care provides an **Excursion and Transport Risk Assessment** template for Educator's [attachment a].

Excursions and Transport may include, but are not limited to the following:

- Leaving and returning to your home when travelling in a vehicle;
- Leaving and returning to your home when walking with the children;
- For arriving and leaving play session, shopping, paying bills, school, library, park, music, gymnastic etc; and
- For all safety aspects when at the park, shopping, paying bills, school, library, music, gymnastic, etc.

The Excursion and Transport Risk Assessment conducted will consider, all requirements listed in the AFDC Excursion and Transport Risk Assessment as per the Education and Care Services National Regulations 100,101,102.

The Nominated Supervisor will endeavour to:

- Ensure an Excursion and Transport Risk Assessment is **conducted by the** Educator *PRIOR to any excursion and transport* to identify and assess the risk the excursion and transport may pose to the safety, health and wellbeing of any child, this will specify how the educator will manage any risks identified.

Educators will:

- Acknowledge that an excursion and transport is anytime the Educator and children leave the Educators indoor or outdoor designated childcare area;
- Ensure an **Excursion and Transport Risk Assessment** is conducted (by the Educator) PRIOR to the initial excursion and transport to identify and assess any risk the excursion and transport may pose to the safety, health and wellbeing of any child;
- Ensure the Excursion and Transport Risk Assessment identifies any risks and how the risk will be managed. An **Excursion and Transport Risk Assessment** must then be reviewed and carried out at the beginning of each subsequent year (annually) and is valid for 12 months, providing the circumstances around the excursion and transport have not changed in any way since the initial Excursion and Transport Risk Assessment was conducted;
- In the event of an emergency or spontaneous excursion and transport, that has not previously been conducted, documented, and provided to the coordination unit office, contact the responsible person currently on duty at the coordination unit. Contact must be via telephone to the office during working hours or telephone to the mobile at other times. In the case of an extreme emergency, an exemption is permitted, however, contact the coordination unit ASAP afterwards; and
- Conduct and review the Excursion and Transport Risk Assessment if circumstances change during the 12-month calendar year period and make amendments if required.

Authorisation to participate in an Excursion

The Nominated Supervisor will endeavour to ensure to that:

- All children have written Authorisation to Participate in an Excursion and Transport from a parent/guardian on the child's enrolment form.
- All children have written Authorisation to Participate in an Excursion and Transport from a parent/guardian or authorised nominee as listed on the child's enrolment form, by approving the Excursion and Transport Risk Assessment, on every page.

Educators will ensure that:

- For all excursions and transport parents/guardians or authorised nominees will be given an Authorisation to participate in an Excursion and Transport permission form with full details of the excursion and transport including:
 - a copy of the completed Excursion and Transport Risk Assessment that has been prepared PRIOR;
- Inform parents/guardians or authorised nominees that the Authorisation to Participate in an Excursion and Transport is valid for a 12-month calendar year period if it is a regular excursion and transport. In addition, the Authorisation to participate in an Excursion and Transport must be signed (with a full signature) on enrolment and at the beginning of each subsequent year (annually), for each child to participate; and
- No child will be taken on an excursion or transport if authorisation is given in the Child's Enrolment Form by the parent/guardian.
- No child will be taken on an excursion or transport unless signed authorisation is given on each page of the Excursion and Transport Risk Assessment by the parent/guardian or an authorised nominee, prior to the Excursion or Transport.

Supervision

- Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion and transport, considering all risks and hazards likely to be encountered.
- The excursion venue and transport will be continually assessed to ensure safety for all children and adults during the excursion; and
- Children that would normally or that could fall asleep during an Excursion or Transport, are provided with the best sleeping equipment and monitored consistently, not every just 10 minute, sleep check.

Excursion, Transport and Traffic

All children must be transported in a safe manner, as per the NSW Roads and Traffic Authority. Educators providing transport must have a current drivers license applicable to the class of vehicle being driven. If the educator is not the driver, any other person providing the transport must have a current drivers license applicable to the class of vehicle being driven (e.g. bus or car) and a copy must be supplied to Ausscot Family Day Care. Children must not be driven by a person on a Learner Permit.

The Excursion and Transport Risk Assessment **must identify the person driving if the Educator is not the driver**. Therefore, when parents/guardians/authorised nominees give written authorisation for their child/children to participate they have acknowledged who the driver will be for the excursion.

Educators will ensure children obey road rules and crossroads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or falls behind the group.

Every motor vehicle used for transporting children must be:

- Registered, which includes compulsory third party insurance (CTP green slip) and roadworthy;
- Any motor vehicle that is used to transport children must be fitted with child restraints approved and as per the NSW Roads and Traffic Authority;
- Approved child restraints must be sufficient in number and appropriate to the age and size of all children to be carried as per the NSW Roads and Traffic Authority;
- Educators using their vehicle or any other vehicle must have their seat belts and child restraints **checked annually** by an Authorised Restraint Fitting Station and a copy of the certificate must be supplied to Ausscot Family Day Care;
- Any child restraint that is more than 10 years old cannot be used for children in care; and
- If a new style of child restraint or a new vehicle is purchased, the Educator must have the child restraints checked by an Authorised Restraint Fitting Station and a copy of the certificate must be supplied to Ausscot Family Day Care.

Water Hazards

- No excursion will be conducted to a swimming pool or other water related activity where there is a significant water hazard (such as creek, river, dam or pond) unless the correct adult – child ratio is adhered to:
 - one adult for each child who is under 3 years of age;
 - one adult for each 2 children who are 3 or more years of age; and
 - one adult for any child that is learning water safety or learning to swim.
- The Educator must ensure that children in care are only taken on an excursion to a swimming pool for the purpose of learning water safety or learning to swim, by a qualified trainer; and
- Risk management strategies will be identified and implemented.

Supporting families

Families will be encouraged to participate in excursions to assist in supervision and for the children's sense of *belonging, being and becoming*. Family members will not to be left in sole charge of children and must always be supervised by an educator. Their details will be entered into the Educator's visitor's record for that day.

In the event of a lost child or serious incident

- If the child cannot be found after searching the venue/area, notify the venue management immediately to assist in the search;
- Notify the police or direct a staff person, other educator, or adult to notify the police. **Phone 000;**
- Notify the coordination unit and the nominated supervisor or the 'responsible person currently on duty' will also notify the police. **Phone 000;**
- Notify the parent/guardian of the child – state clearly and briefly that the child is missing and that the police have been alerted. Stress the importance of them remaining contactable;
- The Nominated Supervisor, staff member or Educator will remain at the venue in the vicinity from which the child went missing to liaise with the police; and
- The Nominated Supervisor, staff member or Educator will formulate a plan for all other children in care to be supervised.

Policy availability and review

This policy will be readily accessible to all staff, Educators, families and visitors, and ongoing feedback on this policy will be invited. Management, staff, and Educators will monitor and review the effectiveness of this policy regularly. Updated information will be incorporated as needed.

References

Kidsafe NSW <http://www.kidsafensw.org/>

Kids and Traffic www.kidsandtraffic.mq.edu.au

NSW Transport

<http://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>

Education and Care Services National Law Act 2010:

<https://www.legislation.vic.gov.au/in-force/acts/education-and-care-services-national-law-act-2010/021>

Education and Care Services National Regulations:

<https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

Early Years Learning Framework - Belonging, Being and Becoming:

<https://www.acecqa.gov.au/belonging-being-becoming-early-years-learning-framework>

Framework for School Age Care – My Time Our Place.

<https://www.acecqa.gov.au/my-time-our-place-framework-school-age-care-australia>

Guide to the National Quality Framework - (NQS)

<https://www.acecqa.gov.au/national-quality-framework/guide-nqf>

Staying Healthy in Childcare – 6th addition

<https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf>

Attachments:

- a. Excursion and Transport Risk Assessment
- b. Excursion and Transport Risk Assessment– Index File