

## Excursions and Incursions

### Policy:

At Stepping Stones and Sunkids Children's Centres excursions and incursions are planned to provide the children with an invaluable learning experience to explore the broader community and extend learning experiences beyond our classroom curriculum. Excursions and incursions are planned based on the interests of the children and as an extension of their learning.

### Our Aim:

- To extend on the learning environments.
- To provide intentional teaching experiences that provides children and Educators more opportunities to connect and contribute within their community.
- To enable children to make connections between prior experiences and new learning.
- To broaden children's understanding of the world in which they live.
- For parents and guardians to be part of our learning through inviting them to be involved in excursions and incursions.

### What is an excursion?

An excursion is a structured learning experience which is conducted external to the Child Care Centre site. Parent/guardian consent must be given prior to taking children on an excursion.

### What is an incursion?

An incursion is a planned learning experience which is conducted within the Child Care Centre, and may involve members of the community attending the Centre to educate, perform or participate in learning experiences. Parent/guardian consent may need to be given prior to a child's participation in an incursion.

### Adult to child ratios:

Ratios apply in all situations where children leave the Child Care Centre site. The maximum adult to child ratios for excursions is one adult to four children (1:4). Implemented ratios must be reviewed when excursion destination have increased risks. This can be determined when a risk assessment of the excursion has been completed. In the instance that a child with additional needs is attending the excursion, the ratio of one adult to one child (with additional needs) (1:1) must apply.

Any volunteers accompanying the children on the excursion, that is not a parent or guardian of a child attending, must have a Volunteer Working With Children Check that is current. This must be provided to the Centre Director for inspection prior to participating in the experience.

### Risk Assessment:

The Centre must ensure that a risk assessment is carried out prior to the implementation of the excursion. The conducted risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion. When completing a risk assessment the following considerations must be made:

- What is the proposed route and destination for the excursion?
- Is there any water hazard that may pose a risk?
- How will the participants travel to and from the destination and will a vehicle be required?
- What will the number of adults and children that will be involved in the excursion?
- What are the proposed activities?
- What is the likely length of time of the excursion?
- What equipment will need to be taken on the excursion?
- Will the planned activities compromise the required adult to child ratios?

Completed risk assessments must specify how the identified risks will be managed and minimised.

#### **Equipment required to be taken on excursions:**

A mobile phone and a list of emergency contact for all participants must be taken on the excursion. This includes for children, Educators, Staff and any other volunteers that are participating in the excursion. Additional equipment may be required pending on the posed risks of the excursion. This includes but is not limited to: drinking water, sun hats, sunscreen etc.

In the event that a child has prescribed medication that is to be administered in the event of an emergency, this medication must accompany the child on the excursion. A copy of the child's emergency medical action plan must also accompany the child on the excursion.

#### **Authorisation for excursions:**

The Centre's Nominated Supervisor (Centre Director) must ensure that written consent has been given from each child's parent or legal guardian prior to the child's participation in the excursion. Permission forms must detail the following information:

- The child's full name
- Reason the child is to be taken outside the premises
- Date the child will be taken outside the premises
- A description of the proposed destination for the excursion
- Method of transport for the excursion
- Proposed activities to be undertaken by the children during the excursion
- The period the child will be away from the premises
- The number of children likely to attend the excursion
- The ratio of the educators to children attending the excursion
- The number of Educators, staff and any other responsible persons who will accompany and supervise the children on the excursion
- That the risk assessment has been prepared and is available at the Service

If the excursion is a regular outing the authorisation is only required to be obtained once in a 12 month period.

#### **Procedures:**

- All excursions and incursions need to be approved by the Centre Director before the planning commences.

- Where possible the Educator planning the excursion should make a site visit to the venue to ensure they are able to view any possible risks in undertaking the excursion and this should be included in their risk assessment.
- The Educator organising the excursion must conduct and record a complete risk assessment prior to the implementation of the excursion.
- The Centre will follow the ACT Childcare Services Standards or Victorian Children's Services Regulations in regards to ratios of Educator-parent/children.
- At least one Qualified Educator holding a Diploma of Children's Services or equivalent and sufficiently trained staff will attend to ensure no child is left without adequate supervision. The number of additional Qualified Educators will be in accordance with the individual destination of the excursion.
- At least 1 Educator with a current Senior First Aid Certificate will attend the excursion.
- Parents and legal guardians accompanying the Centre on the excursion will be considered as staff for such excursion events.
- Where public transport is used or a major road is to be crossed Excursion Permission Forms will be given to parents/guardians outlining all details of the proposed excursion.
- A basic first aid kit will accompany all out of Centre excursions, as will bottles of water and some plain biscuits, unless a meal is planned. Emergency Medication and Emergency Action Plans for any child attending the excursion must accompany all out of Centre excursions.
- Bookings for venues and transport must be made and confirmed before Permission Forms are distributed to families.
- Excursion Permission Forms must be completed by the child's parent/legal guardian and returned to the Centre prior to the excursion taking place. Information will be provided to families on the purpose of the excursion, date of the excursion, the destination, transport arrangements, departure and arrival times from the Centre, and adult to children ratio and costs involved.
- Exhibitions or performances (incursion) at the Centre may require parent/legal guardian permission for their child to attend or participate in. Information will be provided to families on the purpose of the visitor, who/m the visitor is, the date, times, costs etc.
- If a family prefers their child does not participate in an excursion or performance at the Centre, the child will be involved in experiences within another room for the duration of the experiences.
- The Centre's Supervision and Sun Protection Policies are followed during excursions.
- Children attending excursions will be given wrist tags with the Centre's name and phone number clearly printed on them; these will not contain the child's name.
- Families are encouraged to attend excursions and performances held at the Centre.
- The Centre will also have a contingency plan in place, in case of bad weather.
- Head counts of the children are to be carried out by the accompanying class roll at regular intervals by the Leading Educator and by each person in charge of a smaller group.

- Road and safety rules will be discussed prior to leaving and enforced when walking with children, Educators/staff will be aware of additional risks like crowds, roads, water etc.
- Children with allergies or medical conditions will have this information recorded on their Leading Educator' information pack and their medication brought with them. For the safety of those children it is best an Educator with first aid accompanies them if their parent cannot attend.
- Each Educator will also have the mobile phone number of each adult in the ratio of children and the team leader will carry a copy of all children's emergency contacts numbers.
- All remaining Educators and Staff in the Centre will be aware of the excursion and the most senior Educator will have a copy of the excursion itinerary in case of an emergency.
- On returning to the Centre, Educators will evaluate the excursion for any improvements or changes for how future excursions are planned.
- Follow up experiences, discussions or activities are to be planned and documented to extend children's learning and any knowledge gained from the excursion.

Supporting documents:

- Supervision Policy
- Arrival of Children Policy
- Sun Safety for Children and Staff
- Program and Planning Policy
- Risk assessment
- Excursion form template
- Excursion checklist

Source:

Department of Education & Early Childhood Development VICTORIA / Children's Services Regulations February 2009

Education and Care Services National Regulations (PCC Draft (387) 28.4.2011)  
Regulations 110, 111, 112 and 113

The Early Years Learning Framework Australia – Learning Outcome 2 Children are connected with and contribute to their world.

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.

Draft Guide to the National Quality Standards Education and Care Services – Centre-based and family day care – Phase two / revised 2 November 2010.

Links to Quality Areas 1, 2 and 4, Elements 1.1.2, 2.3.1, 2.3.2 and 4.1.1

This Policy relates to the following CCQA Principles  
Quality Practices Guide (2005) – Principles 4.5 & 5.2

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