

## POLICY: 3.2 EXCURSIONS AND TRANSPORTING CHILDREN

### Procedure: 3.3 Excursions and Transportation

Excursions and Transportation will be child-oriented and planned for the interest and/or learning opportunities of children in care. Excursions will provide enjoyment, enrichment, challenge, new experiences and a meeting point between the Service and the wider community. Maximum safety precautions will be maintained with risk assessments and parent permission provided before a child is taken on an excursion or transportation outside the home environment.

#### **3.3.1 Linking to Policy**

This procedural guidance should be read in conjunction with the service **3.2 Excursions and Transporting Children Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators and Administrative Staff members) educators, educator assistants and parents to implement the policy. The procedure covers:

#### 3.3.2 Definition of Excursions

#### 3.3.3 Preparation Prior to the Activity and Experience or Excursion

#### 3.3.4 Roles and Responsibilities

#### 3.3.5 Authorisation for Excursions

#### 3.3.6 Risk Assessment Consideration

#### 3.3.7 Risk Assessment Process

#### 3.3.8 Excursion Risk Management Plan

#### 3.3.9 Approval of Excursion Risk Management Plan

### **3.3.2 Definition of Excursions and Transportations**

**Authorised Nominee** – a person named in the child’s enrolment record as having authority to authorise the taking of the child outside the family day care residence.

The **purpose of the excursion and transportation process (both regular or non-regular) is to ensure parents are aware of where their child is on any given day.** This means the parent is aware of the day, approximate time, the route taken, restraints used, who will be involved and the activity their child will be involved in.

**Excursions** - any activity outside the Educator’s residence, either regular or non-regular.

**Transportation** - transport of children in care from one place to another, organised or arranged by the Service and Educator

**Regular Excursion** – any activity that is conducted regularly (where the circumstances relevant to the risk assessment are substantially the same on each outing; for example to the same

location using the same transportation routes, restraints etc.). Any significant variation will require the completion of a Non-Regular Excursions/Transportation Permission Form and new Risk Management Form.

**Non-regular Excursion** - in relation to an Education and Care Service, it means an excursion organised by the Educator that is not a regular excursion.

**Non-regular Transport** - in relation to an Education and Care Service, it means transportation organised by the Educator that is not a regular transportation.

**Regular** is defined as where the circumstances relevant to the risk assessment are substantially the same on each outing. Any variation will require the completion of an Excursions Outside the Blanket Routine/Permission Form and a new risk assessment form must be completed (see Risk Assessment).

*EXAMPLE OF WHAT IS A REGULAR EXCURSION: A daily walk to a nearby park, a weekly/monthly visit to a nearby library to borrow books or a visit to another Educator's home where the circumstances are substantially the same as written in the Risk Assessment.*

*EXAMPLE OF WHAT IS A REGULAR TRANSPORT: A daily/weekly pickup and drop off to and from School or a child's home that is substantially the same as written in the Risk Assessment.*

*EXAMPLE OF WHAT IS A NON-REGULAR OUTING or TRANSPORTATION: A trip to a park or other venue which is irregular and requires a Risk Assessment each time as circumstances are substantially changed.*

**Authorisation/Permissions:** An Authorised Nominee makes written authorisation for their child to participate in any Excursion/Transport when they first commence care and as required with the individual educator. Each Educator's regular Excursion/Transportation will be discussed with individual families and permissions sort annually.

Educators must ensure that no child leaves the educator's residence to participate in an excursion/transportation without first undertaking a risk assessment and then only with the written authorisation from the parent, guardian, or authorised nominee.

### 3.3.3 Preparation Prior to Transportation, Excursion, Activity or Experience

#### Non-Regular Excursions and Non-Regular Transportation

Children's age, commitments, interests and abilities, behaviours, health and wellbeing, will be taken into consideration when planning excursions and transport. All excursions need to be focused on the children and providing for their educational experiences. Alternative arrangements should be planned in case of changed weather conditions or the health of the children in care at the time.

When **planning** an excursion and transportation, educators will also follow procedures as set out in the following:

- 3.1 Education Program and Practice Policy
- 3.4 Transport Procedure.

- 6.4 Water Safety Policy.

### **Non-Regular Excursions and Non-Regular Transportation**

1. Educators will complete a risk assessment of each location, venue, or event before seeking service and parental permission (**see *Authorisation for Excursions/transportation for guidance***) using the Excursion/Transport Risk Management Plan (**see *Risk Assessment Process for guidance***) regardless of whether the Educator has visited the destination at a prior time.
2. Educators will complete the Non-regular Excursions/Transport Permission (**see *Authorisation for Excursions for guidance***), and the Excursion/Transport Risk Management Plan prior to the excursion and discuss the excursion with the parent, in particular, the activities to be undertaken and strategies for risk management.
3. The Parent or authorised Nominee will sign the Non-regular Excursions/Transport Permission Prior to the excursion or make alternative arrangements for their child.
4. All Excursion/Transport Risk Management Plans and Form must be completed and sent to the office to be approved by a Coordinator/Nominated Supervisor, prior to the intended excursion.
5. Signed non regular Excursions/Transport Permission must be completed and available before the excursion takes place and sent to the office at the earliest convenience.
6. Please note, where the **service deems the excursion is unsafe for any child or not appropriate for the ages of children involved, Educators and parents will** be informed that the excursion will not be approved.

### **Regular Excursions and Regular Transportation**

1. At the initial interview and each year after that, the Educators will highlight each of the locations/destinations and discuss the risk management process with the parents/guardians.
2. The parent must be provided with the list of regular excursions on which the Educator intends to take their children.
3. The Regular Excursion/Transportation Permission Form (**see *3.3.5 Authorisation for Excursions for guidance***) must be completed and authorised in writing by the child's parent or authorised nominee:
  - a. for each regular excursion/Transportation listed; and
  - b. at least once in each 12-month period unless there is a change in circumstances of the regular excursion, this must be updated, and new parental permission gained.
4. Excursion/Transportation risk assessments for each regular excursion must be completed or reviewed at least annually before seeking parental authorisation.
5. The educator must be aware of the rules around the definition of 'Regular Excursions and Regular Transportation', meaning only excursions which meet the 'REGULAR' definition will be included on the Regular Excursion Permission Form.

6. The Service as the Approved Provider's representative must be informed of any excursion **prior to its commencement. The Service must receive an Excursion/Transportation Risk Management Form.** The Service has the right to decline the approval of an excursion if deemed not in the child's best interest.

**EXCEPTIONAL CIRCUMSTANCES:**

If the Educator goes on a regular excursion that has a non-specified time then the Service must be notified by text, of the time, location and number of children present. The parents or authorised nominee must also be notified before the excursion takes Place.

**3.3.4 Roles and Responsibilities**

**Nominated Supervisor and or the Coordinator will:**

- provide the permission forms to assist Educators in collecting information and permission from families for regular and non-regular excursions/transportation.
  - o Regular Excursion/Transportation Permission Form
  - o Non Regular Excursion/Transportation Permission Form
  - o Excursion/Transportation Risk Management Plan
- inform families at the initial registration and regularly through newsletters of the regulatory requirements relating to regular excursions, regular transportation and non-regular excursions and transportations
- provide professional development to Educators on the requirements of the Regulations, including training on risk assessment and management and gaining parental permission using the Service forms
- before any of the regular excursions or regular transportation occur, staff will review the risk management process to ensure the Educator has appropriately address and mitigated risks to children
- contact Educators once the completed regular and non-regular excursion/transportation forms have been received and approved
- ensure all Educators have a copy of the regular excursion/transportation or non-regular excursion/ transportation form and the excursion/transportation risk management form and this is reviewed when changes occur or at least annually.

**Educators will:**

- plan and identify the purpose of the non-regular excursions, non-regular transportation, regular excursions and regular transportation in collaboration with families and children
- link the non-regular excursion, regular excursion to their planning and program, ensuring this enhances children's learning and development.

Excursions/Transportation may include but are not limited to such things as the following:

#### Regular Excursions

- playground/parks
- library
- kindy-gym
- play-session and playgroups
- neighbourhood walks
- visiting another FDC Educator
- short shopping trips linked to the program

#### Regular Transportation

- pick up/drop off to school
- pick up/drop off to extra-curricular events
- pick up and drop off to families' homes
- pick up and drop off of Educator's own children

**See definition of 'Regular' – Regular excursion and regular transportation must meet this requirement**

Non-Regular Excursions may include the following:

- Fast food outlets as a special occasion
- Indoor play centres
- Airport, Fire, Ambulance, Police Station or similar
- Park or event aimed at children and their learning, leisure, and development
- Irregular events not occurring each day, week or fortnight.

Non-Regular Transportation may include the following:

- pick up/drop off to school
- pick up/drop off to extra-curricular events
- Pick up and drop off to families' homes
- pick up and drop off of Educator's own children

- conduct a risk assessment in accordance with the risk assessment process:
  - a) The risk assessment must identify and assess risks that the regular and non-regular excursions/transportations may pose to the safety, health or wellbeing of any child taken on the excursion/transportation
  - b) specify the identified hazards and risks, and develop a risk management action plan to, minimise or mitigate the risk of harm to children refer to **3.3.7 Risk Assessment Process**.
- complete the appropriate Authorisation for Regular Excursion/Transportation Permission Form or Non-regular Excursion/Transportation Permission Forms before taking any child on an excursion
- discuss and seek permission from the child's parent, guardian or authorised nominee. Ensure the authorisation for Non-regular Excursion/Transportation Permission Forms and/or Regular

Excursion/Transportation Permission Forms are signed. Permission for each regular excursion/transportation is signed at least annually or when there are significant changes in the route, time, activity or location of the regular excursion

- ensure completed Risk Management forms are received by the office and approved before conducting any non-regular or regular excursion/transportation
- ensure no child leaves the Educator's residence unless approvals and permissions are provided
- ensure a copy of the Authorisations for regular excursions/transportation are documented and available to all stakeholders
- If the Educator goes on a regular excursion/transportation that has a non-specified time then the Service must be notified by text of the time, location and number of children present. The parents or authorised nominee must also be notified before the excursion takes place
- ensure the following items are taken on all excursions/transportation (regular and non-regular):
  - o First aid kit
  - o Mobile phone – with emergency contact details of the Service
  - o Emergency contact phone numbers for children
  - o Medical information for all children attending the excursion
  - o A list of all children attending the Excursion/transportation including
  - o ID/Description and emergency contacts.
- ensure all regular and non-regular excursions/transportations are conducted in a safe manner
- ensure that any motor vehicle that is used to transport children on regular and non-regular excursions/transportation is fitted with age-appropriate child restraints and approved for Australian and New Zealand Standard AS/NZS 1754 for Child restraint systems for use in motor vehicles. **Refer to 3.4 Transporting Children Procedure**
- ensure bolts and car safety equipment are inspected by an authorised Child Restraint fitter annually and are fitted in accordance with the manufacturer's instructions
- supervise children at all times (**refer to the 2.5 Supervision Procedure for guidance**) on regular and non-regular excursions and consider supervision implications before conducting excursions
- Ensure the log book is filled out during all excursions/transportations to account for and help with supervision of children.

### 3.3.5 Authorisation for Excursions/Transportations

#### **Educators will:**

Use the Regular Excursion/Transportation Permission Form or Non-regular Excursion/Transportation Permission Forms to seek authorisation (permission) from a parent or nominee named in the child's enrolment record as having authority to authorise the taking of the child outside the residence or approved venue of the Educator. This authorisation will include:

- a) the child's name
- b) the reason the child is to be taken outside the premises

- c) the date the child is to be taken on the excursion (unless the authorisation is for a regular Excursion/transportation)
- d) a description of the proposed destination for the excursion
- e) the method of transport to be used for the excursion
- f) the proposed activities to be undertaken by the child during the excursion
- g) the period the child will be away from the premises
- h) the anticipated number of children likely to be attending the excursion
- i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- k) the Educator will have completed a risk assessment showing they have considered the hazards and demonstrates the risks are minimised or migrated and this is available/kept at the Educator's residence.

**Families are required to:**

- Read and sign the the Regular Excursion/Transportation Permission Form or Non-regular Excursion/Transportation Permission Forms before an Educator can take a child on a routine excursion
- Review the Excursion Risk Management Plan
- Read the Educator's program and discuss any identified regular excursion/transportation
- Sight a list of proposed regular excursions/transport form made available by the Educator.

**3.3.6 Risk Assessment Consideration (non-regular and regular)**

When proposing to take children outside the approved residence/venue, the Educator will complete a risk assessment, including:

- Drive to the proposed destination and walk around the environment to identify any hazards present in the environment.
  - o Water hazard, give thought to the location and likelihood of access by a child
  - o Location of event/equipment to a busy road or is the location fenced
  - o Suitability of equipment – height and position for supervision
  - o Capacity to supervise each child attending – consider age range and abilities in relation to the direct supervision of a child and supervision of all other children
  - o Availability of toilets and handwashing facilities
  - o Available shade – consider the best time of day (sunscreen required and hats, clothing to reduce the likelihood of sun exposure)
  - o Flora or fauna which could pose a risk – attracts bees, spiders or snakes

- Capacity to sight all children during play experience
- Identify other wildlife and animals that could pose a risk to a child's safety, dogs off leash
- Document the route to the destination and an alternate route to and from the destination
- Consider how you will manage the transport of children (in vehicles, on foot or public transport)
  - Embarking and disembarking from the vehicle and entering and exiting from the premises or location (car seats or in a pram, holding hands walking).
  - Conversations required to prepare children as part of the preparation of the Excursion Risk Management Plan.
- Consider what needs to occur before the child leaves the residence:

What resources are required to ensure children's health, wellbeing, and safety is protected including but not limited to:

  - Child restraints (age-appropriate)
  - Prams and other items (blankets for children to sit on)
  - Medical conditions – requirements in line with Health Management plan
  - Working charged phone with all emergency details of the Service and Nominated Supervisor and all families first and secondary authorised person.
  - Locate and carry the developed Excursion Risk Management Plan and relevant Authorisation/Permission form
  - How will children embark and disembark from the car
  - How will children enter and exit from the home or location
  - Consider the essential supplies required and how they will be transported e.g. food, drinks (placed in an esky or similar), hand towels, soap, nappies, bags and wipes.
  - Apply sunscreen before leaving the residence and added sunscreen at regular intervals (include in the bag being taken on excursion)
  - Ensure the child has adequate clothing to cover shoulders and a hat is supplied.
  - Ensure the first aid kit is in the vehicle and fully stocked
  - Consider the outcome you, as an Educator, hope the child will achieve by undertaking this excursion
  - Consider how you will promote each child's learning
  - Consider what conversations with children are required
    - Road Safety – how this might differ at different parts of the day, week and year – for example, during the early part of the year with increase parents dropping children at a school or the need to deliver a prep child to the classroom
    - Staying close – to ensure the Educator can supervise closely
    - Discuss the toileting process – how this will be managed
  - Consider what conversations are required with families
    - Discuss the intent of the excursion



- Share the risk assessment and management plan before seeking their authority for their child to participate
- Seek permission.

**Other factors to consider when determining the likelihood of an incident occurring includes:**

- How often the situation occurs
- The number of factors that contribute to the probability and degree of risk
- How many people are exposed to the risk
- The skills, knowledge, experience and age of the people exposed to the risk
- Any additional needs of the people exposed to the risk
- The duration and frequency of any exposure
- The position of any hazard in relation to the people affected and any other hazards in the environment
- Any distractions
- The type and amount of equipment found in the environment
- Environmental conditions such as the presence of water or temperature
- The effectiveness of current safety practices and the cost of controlling risks.

### 3.3.7 Risk Assessment Process

**1. When identifying a risk to children:**

- Identify the hazard – what is it?
- Determine the consequences of any incident “what harm could it cause?”; and determine the likelihood of this occurring
- Combine the potential likelihood and consequence estimate using the ‘*Risk Matrix*’ see below.

**2. When making a judgment about:**

The severity of the potential consequences, factors to consider may include:

- Any potential for an ongoing or chain reaction.
- Concentration of any substances and the amount of materials involved
- Consequences of the hazard in terms of risk to the child (e.g. water hazard: drowning death could be the consequence).

**3. Controls**

How can you **reduce or mitigate the risk of harm** to children?

- What control can be used to reduce or mitigate the risk of harm to children?
- E.g. using the water hazard as an example – controls may include:
  - Distance from the water hazard (nothing impeding the view – if trees are impeding the view this would be a high-risk hazard and should not be considered)
  - Supervision of the children - for example if additional adults are present who hold a first-aid certificate. Also, thinking about how you manage supervision to ensure a child doesn't run off
  - Age of the children and knowledge of their behaviour (if you have a child that runs off, a water hazard may be a high-risk hazard and should not be considered)
  - The water hazard is covered and will not pose a risk to children
- Review these controls – do they reduce the risk of harm to children – if the high-risk is identified and no controls can reduce this risk, the excursion should NOT proceed.
- What are the **risk benefits** for children?
  - Consider what children will gain from the excursion experience, whether this is a regular non regular excursion/transportation.

### 3.3.8 Excursion Risk Management Plan

Activity/ Excursion	Identified possible Hazards	Likelihood and why	Consequences	Rating – risk calculator	Precautions/controls in place to reduce risk of injury	Risk Benefits	Rating after control is applied – Risk calculator
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RISK MATRIX				
What are the consequences of someone being injured, exposed, or potential death?	How likely is it to occur?			
	Could happen at anytime	Could happen sometime	Could happen but very rare	Could happen but probably never will
Death or permanent disability	H	H	H	M
Serious injury or illness	H	H	M	M
Medical attention required	H	M	M	L
Pain, the discomfort experienced, first aid required	M	M	L	L

**RED – H = High-Risk**

**ORANGE – M – Medium Risk**

**GREEN – L – Low Risk**

The level of risk is the combination of the consequences and the likelihood of a specific risk.

**Examples of low risks include:** An event that is likely to occur but has minimal consequences or an event that is extraordinarily unlikely to occur but has moderately severe consequences.

**Examples of Medium Risk Include:** An event that is likely to occur but has moderate consequences or an event that is extraordinarily unlikely to occur but has highly severe consequences.

**Examples of high risks (Catastrophic) include:** An event that is likely to occur and has severe consequences. An event that is extraordinarily unlikely to occur but has catastrophic consequences.

**Where the risk is High Risk unless the control applied reduces the risk to Medium or Low this activity will not be approved by the Nominated Supervisor**

### **3.3.9 Approval of Excursion/Transportation Risk Management Plan**

#### **Non-Regular Excursions/Transportation**

- Educators will complete a Risk Management Form for each non-regular excursion to assess the hazards and risk to children, identify controls, and risk benefits.
- The completed Excursion/Transportation Risk Management Form and the Authorisation of Non-regular Excursion/Transportation Form must be presented to a Coordinator prior to a non-regular excursion/Transportation for review and approval/rejection.
- The Coordinator will review and determine if the Authorisation of Non-Regular Excursion/Transportation Form is appropriate and Excursion Risk Management Plan mitigates the risk of harm to children.
- The coordinator will provide feedback or approval on receiving the completed Excursion/Transportation Risk Management Plan and Authorisation of Non-Regular Excursions form
- The Educator will share the completed approved Excursion/Transport Risk Management Plan and Authorisation of Non-Regular Excursions form with families and seek written permission/authorisation for their child to participate.

#### **Regular Excursions/ Transportation:**

- Educators will complete at least annually or where a change is identified, or a new child commences care an Excursion/Transport Risk Management Form for each routine excursion, to assess the hazards and risks to each child, identifying the controls and risk benefits.
- The completed Excursion Risk Management Form and Authorisation of Non-Regular Excursion/Transportation Form must be assessed by the Coordinator.
- The Coordinator will provide feedback or approval on receiving the completed Excursion/Transport Risk Management Plan and Routine Outings Permission Form.

- Once approval is given, the educator will share the completed approved Excursion/Transport Risk Management Plan and Routine Outings Permission Form with families and seek written permission/authorisation for their child to participate.

## Review

	<b>Date</b>	<b>Details</b>
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

## Related Documents

### **Policies**

3.2 Excursion and Transporting Children Policy

### **Procedures**

3.4 Transporting Children Procedure

### **Forms**

Child Enrolment Form

Unaccompanied Child/Parent Agreement

Excursion/transport Risk Management Form

Non-Regular Excursion/Transportation Permission Form

Regular Excursion/Transportation Permission Form

### **Other Documents**

Risk Matrix Tool

### **References**

Refer to 3.2 Excursion and Transporting Children Policy