

Education and Care Services National Regulations	
Regulation	Description
4.4; Division 2	Age and supervision requirements; first aid kits
4.2; Division 5	Emergency and Evacuation Procedures
4.2; Division 6	Collection of children from premises and excursion
National Quality Standards for Children's Education and Care Services	
Quality Area	Description
QA 2	Children's Health and Safety
2.3.1	Children are adequately supervised at all times
2.3.2	Reasonable steps are taken to identify and manage risks, and every reasonable precaution is taken to protect children from harm and hazards
2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
QA 4	Staffing Arrangements
4.1	Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing
4.2	Educators, coordinators and staff are respectful and ethical
QA 6	Collaborative partnerships with families and communities
6.3	The service collaborates with other organisations and service providers to enhance children's learning and wellbeing

Related Policies and Procedures

CE Excursions
 CE Child Protection
 CE Legal Responsibilities and Authority
 CE Medical Welfare of Students
 CE Sport and Physical Activity Safety
 CE Sun Smart
 CE ELC Supervision of Students
 CE ELC Work Health and Safety

Purpose

There are many educational and developmental benefits of excursions for young children participating in education related experiences outside of their normal school environment. By utilising a variety of venues and resources available in our local community, Early Learning Centres (ELC) are able to offer students the opportunity to explore a wide range of experiences, facilities and resources. Excursions also build strong and collaborative partnerships between the school and the wider community, and strengthen ties with the local school community through parental participation. Preschool Educators are encouraged to explore and utilise a variety of external resources and facilities in their local environment.

While there is recognition of the advantages of these experiences, prior to seeking approval for an excursion it is important to consider a variety of issues, including: whether all safety issues have been carefully considered and can be effectively mitigated; whether the excursion is financially accessible for all children; whether the excursion is linked to the program and curriculum; and, where possible, that the proposed activities are suitable for students of all capabilities. Special requirements or reasonable adjustments may need to be considered for students with disabilities or special learning needs to participate. If practicable, parents or caregivers should be consulted in this process.

This procedure should be utilised in conjunction with the CE Excursions Policy. Both documents apply to all members of school staff and other accompanying adults on school organised excursions, for the duration of the activity from the time of departure from the ELC until students have been collected by their parents/carers or have returned to school.

Definitions

Excursion

An educational activity by students, under the supervision of an educator or staff member, outside normal school precincts

Excursion Coordinator

The Certified Supervisor nominated by the Principal/Director to organise the excursion and to have ultimate responsibility and therefore authority while the activity is in progress

Informed consent

Parents give agreement to their child participating in an activity after they have been made aware of the details of the activity and any associated costs.

Accompanying adults

Educators, staff, parents, activity leaders and community members who have completed a Working with Vulnerable People Card (ACT) or Working with Children Check (NSW).

Personal Protective Equipment (PPE)

Clothing or other equipment used to minimise the risk of certain hazards. Examples of PPE include: sun protective clothing, glasses, gloves, etc.

Work Experience Students

Students who are assisting at the centre, whether on a VET placement, work experience or practicum. Work experience students are required to comply with all CE Policies and Procedures, including the requirement for any individual over the age of 16 to hold a valid WWVP card (unless they are covered by one of the exemption categories).

Duty of Care

is a legal obligation which is imposed on an individual requiring adherence to a standard of reasonable care while performing any act that could foreseeably harm others. It is the first element that must be established to proceed with an action in negligence. Whenever an educator-student relationship exists and the individual is in the educator's care, there is an automatic duty of care.

Planning an excursion for ELC Students

Considerations when planning an excursion:

1. Suitability of Venue and Activity

When selecting an activity or venue for an excursion it is important to consider:

- Whether the proposed activity is age appropriate and accessible to all students
- Whether the activity offers educational or developmental value to students
- Whether the building and facilities available at the venue are sufficient
- Whether the proposed activity meets activity requirements of the CE Excursion Policy
- Whether health and hygiene standards are adequate
- Whether venue staff are qualified to instruct children where instruction is necessary
- Whether the equipment available to be used by children is safe and well maintained
- Whether instructors are eligible to interact with children under WWVP/WWCC legislation
- What first-aid facilities are available at the venue
- Have other schools utilised this venue and if so, were they satisfied
- Is the venue or the activity proposed conducive to the ELC's philosophy and values

2. Any Risks

Once the activity and venue have been selected, an Excursion Proposal and Risk Assessment (Attachment A) must be conducted. The risk assessment should attempt to identify all plausible risks or hazards, as well as any necessary actions to minimise and manage the identified risks to ensure the safety of all staff and students in attendance. Controls to mitigate risks may include: additional supervision; teaching students about the risks associated with any hazards; ensuring that individuals with specific training are present (eg. First-aid or CPR); ensuring that certain clothing or PPE is available for attendees (and ensuring it is used appropriately); or selecting another venue who may be able to control the associated risks.

It is a legal requirement that a risk assessment be conducted for any excursion **prior** to approval being granted. An educator's duty of care towards students exists whenever there is an educator-student relationship not only during normal school routine, but also during excursions. If a foreseeable injury occurs as a result of a breach of this duty of care, an educator may be found to be negligent. A properly conducted Risk Assessment allows educators to ensure their duty of care by implementing any necessary arrangements to mitigate foreseeable risks prior to the excursion. Any excursions which pose an 'Extreme' Residual Risk Rating (ie. 1) should not be approved.

In order to ensure the accuracy of the risk assessment, where possible, a staff member should visit the venue prior to the excursion. At this time this staff member may also wish to familiarise themselves with the venue's emergency procedures, as well as locating bathrooms, hazards and emergency exits. Approval is dependent upon an acceptable level of risk to **all** participants. Once a Risk Assessment has been completed, the excursion should be proposed to the ELC Director for approval. Any excursions interstate, or which involve sea or air travel must be approved by the CE Director.

3. **Other Considerations**

- *Preparing students for the excursion:*
It is important to prepare students for what they can expect on the excursion to minimise anxiety. Behavioural expectations should also be discussed. This can be done through practical activities, videos or discussions.
- *Children not attending the excursion:*
appropriate activities and supervision needs to be arranged for any children who are not participating in the excursion which will teach them similar educational benefits as the proposed excursion.
- *Water sports:*
all excursions involving water sports must be appropriate for the age and capabilities of the class group, and comply with the DET Guidelines for Specific Sports and Physical Activities (available at: <http://www.sports.det.nsw.edu.au/spguide/activities/index.php>). At least one educator who is CPR trained must remain with the group at all times. It is suggested that the ratio for any aquatic activities does not exceed 1:1.
- *Transport:*
Public transport through a reputable provider (eg. ACTION buses) should always be prioritised over the use of personal vehicles. When hiring vehicles, wherever public transport with seatbelts is available it should be used regardless of any disparity in cost. If personal vehicles are being used, it is important to ensure that children are restrained appropriately for their age group (ie. Children under the age of 4 in an approved rear or forward facing car seat, children 4-7 in an approved forward facing child or booster seat).
- *Volunteer and Parent Induction:*
It is important to contact any parents/volunteers taking part of the excursion to advise them of:
 - The expected timeline for the excursion

- Expectations of them on the excursion
- Necessity to have their WWVP on their person at all times
- Their obligations under the guidelines for professional conduct and other relevant CE Policies
- Emergency contact numbers
- Any risks or hazards or students with special needs that require additional supervision
- Any contingency plans (eg. a wet weather plan) and how they will be advised if these should be enacted

4. **Organising excursions**

Once the excursion has been approved by the Director, the excursion proposal and risk assessment sheet should be provided to the Centre's Office Manager to make arrangements regarding:

- Arranging travel and managing expenses
- If personal vehicles are being used to transport children, ensuring that all parents are aware that they will need to provide a car seat for their child/ren
- Ensuring that all parental volunteers wishing to assist hold a valid WWVP, and have received a copy of the CE Guidelines for Professional Conduct.
- Ensuring that the school has records of all vehicle registrations, Driver's licences and comprehensive vehicle insurance details for any personal vehicles being utilised to transport students or staff
- Ensuring that a copy of the Risk Assessment is available for any enquiring parents
- Ensure that an accurate list of all emergency contacts is provided to the Excursion Coordinator to take on the excursion, as well as copies of all *Medical Information and Consent* forms and Individual Health Plans.
- Ensuring that the Centre's mobile phone is fully charged, the First-Aid kit being taken is fully stocked (including required equipment for emergency treatment of asthma and anaphylaxis), and that the Teacher taking the excursion has been provided with an up to date spreadsheet of all of their student's illnesses, allergies and other relevant information, as well as a copy of the permission note.

5. **Permission Notes**

All parents should be provided with a permission note detailing the following:

- Student's name
- Reason the student is being taken off school premises
- Date of the excursion (for regular outings individual dates are not required. Parents can sign a consent form annually for such recurring outings).
- Description of the proposed destination
- Method of transport to be used
- Proposed activities (and any associated risks)
- Any additional equipment or clothing required (eg. Swimsuits, jumpers, etc.)
- Period student is expected to be away from the premises
- Number of children anticipated to attend the excursion
- Expected ratio of educators to children
- Number of parents/volunteers required to assist
- Additional staff or other adults required to accompany and supervise the children
- That a risk assessment has been conducted and is available at the ELC
- The contact person and a phone number to ring in case of emergencies.
- How parents will be informed if the excursion will be cancelled or postponed for any reason (eg. Inclement weather)

Parents must also submit an ELC Medical Information and Consent form (Attachment B) in order for their child to attend the excursion. Without a copy of this note, even if verbal consent is obtained, the student may not attend. One copy of this form should be stored at the school until three years after the student's last day of attendance, unless an incident or injury occurs on the excursion, in which case all forms must be stored until the child is 25 years old. The other copy of this form should be taken on the excursion by the excursion coordinator, ensuring that all sensitive information is maintained securely. Relevant medical information should also be obtained from all staff and volunteers attending. Parents are required to submit this form for each excursion to ensure that staff are aware of all current medical conditions.

6. Incidents

Staff leading school excursions are required to report any incident which occurs whilst on excursion. This includes: any incidents which cause a disruption to the excursion; creates a danger or risk that could significantly affect individuals participating in the excursion (including students, staff, parents and volunteers); impacts the effective operation of the excursions; could damage the reputation of the school; or is defined as a reportable incident by WorkCover, WorkSafe, Family and Community Services or Care and Protection.

Upon return to the school an incident report must be filed, which must be kept for 7 years for staff, volunteers and parents; and until any students involved reach the age of 25. If any staff, volunteers or parents are injured on the excursion a register of injury book entry should also be recorded. If staff should lose any time or require medical attention as a result of the injury, an initial injury notification should be submitted to the CE Work Health and Safety representative. CE must be informed of all critical incidents, or incidents which are reportable as soon as practicable by contacting the Head of Directorate Services.

Directors are also required to make an official report to ACECQA (<http://www.acecqa.gov.au/notifications>) within 24 hours of the incident regarding:

- **The death of a child**
(either while in the care of the ELC, or following an incident which occurred while the student was in the care of the ELC)
- **Any incident involving serious injury, illness or trauma of a student which occurred while the student was in the care of the ELC which:**
 - a reasonable person would consider required urgent medical attention, or
 - for which the child attended, or ought reasonably to have attended, a hospital (eg. whooping cough, broken limb, anaphylaxis reaction).

References

[Education and Care Services National Regulations](#) 2011

[Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#), Australian Children's Education and Care Quality Authority, June 2014.

Approved by:	Service Area Leadership Team
Issuing Group	School Services
Implementation Date:	July 2016
Policy last updated:	
CEO Contact Officer:	Head, School Services
TRIM Record Number:	R313317

Attachment A:

Excursion Proposal and Risk Assessment

GENERAL INFORMATION	
Date:	
Class group:	
Certified Supervisor:	
Destination:	
Activity:	
Proposed Route: <i>(Attach Google Map)</i>	
Transport	<ul style="list-style-type: none"> • <i>Public transport should be used whenever possible.</i> • <i>when personal transport is being used drivers must a full drivers licence (Learner and Provisional drivers licences are not acceptable), current registration and comprehensive vehicle insurance;</i> • <i>when buses are being employed buses must be from a reputable bus company and, if available, buses with seatbelts should be selected.</i>
Number of educators required to attend	<i>The number of educators required will depend on the nature of the activity and any associated risks; however the ratio of students to staff must never exceed 1:11. Educators always retain the ultimate responsibility for supervision. While parents and volunteers can and should be utilised for excursions, ELC employees are not able to delegate their duty of care to these individuals. If possible, gender ratios should be considered.</i>
Number of Volunteers / parents required to assist	<i>This number will depend upon number of students attending, and the nature of the activity. It is important that you have enough staff and volunteers to ensure that appropriate and adequate supervision is provided for the situation. In most circumstances, parents and other volunteers should not be required to pay to attend.</i>
Number of First-Aid, anaphylaxis and asthma emergency trained staff members attending	<i>At least one person with training in each of these areas should be in attendance. The training of any staff at the destination may also be considered, but should not be relied upon.</i>
Individuals with Specialised Skills required (Eg. Lifesaving skills.)	<i>Instructors engaged at the destination should be included here, including their qualifications.</i>
Items to be taken on the excursion <i>(the following items must be included: First-aid kit including anaphylaxis and asthma treatments, mobile phone, emergency contact numbers, medications for children with medical conditions)</i>	

APPROVED NOT APPROVED

Comments: _____

Director's Signature: _____ Date _____

Class of Hazard/Risk:	Identified Potential Risk:	Current Risk Rating	Risk Addressed By: (controls may include: Elimination; Substitution; Engineering; Administrative; or PPE)	Residual Risk Rating (after controls implemented)	Responsible Person
Water Hazards (including any fountains, ponds, pools, lakes, etc.) <i>(eg small unfenced pond on grounds)</i>	Drowning, slipping on wet tiles	2	Educating students about dangers of ponds and setting rules about how close students may go, warning volunteers to pay special attention to this hazard	3	Mrs Smith
Transport (eg. Buses without seatbelts, personal vehicles, etc.)					
Destination (eg. Lack of mobile reception, remote location, kitchens, etc.)					
Activities (eg. Water-based activities, hot materials, etc.)					
Adults involved (Child Protection considerations for volunteers, parents, instructors, staff at the venue etc) all policies regarding WWVP & WWCC must be adhered to.					
Duration of activity/excursion (Whether it is likely that children will not have returned in time for pick-up, is duration acceptable for age group).					
Students or Staff requiring additional consideration (eg. Students or staff with disabilities, anaphylaxis, respiratory, or other medical conditions)					
Risks posed by others using the site					
Slips, Trips or Fall hazards					
Environment (eg. Known poisonous plants, proximity to busy roads, etc).					

Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood				
What are the consequences of this incident occurring? Consider what <u>could reasonably</u> have happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.		What is the likelihood of the consequence identified in step 1 happening? Consider this without new or interim controls in place. Look at the descriptions and choose the most suitable Likelihood.				
CONSEQUENCES		LIKELIHOOD				
Consequence	Description	Likelihood	Description			
Severe	Death or extensive injuries (i.e. amputation)	Almost Certain	Prone to occur regularly It is anticipated for each repetition of the activity or event			
Major	Injury/ill health requiring hospital admission	Likely	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event			
Moderate	Injury/ill health requiring medical treatment and time off work	Possible	May occur several times across CEO sites or a region over a period of time			
Minor	Injury/ill health requiring first aid	Unlikely	May occur somewhere within CEO locations over an extended period of time			
Insignificant	No injury/Near Miss	Rare	May occur somewhere, sometime (“once in a life time/once in a hundred years”)			
Step 3 – Calculate the Risk						
1. Take step 1 rating and select the correct column 2. Take step 2 rating and select the correct line 3. Circle the risk score where the two ratings cross on the matrix below						
LIKELIHOOD	CONSEQUENCE					
		Insignificant	Minor	Moderate	Major	Severe
	Almost Certain	Medium (3)	High (2)	Extreme (1)	Extreme (1)	Extreme (1)
	Likely	Medium (4)	Medium (3)	High (2)	Extreme (1)	Extreme (1)
	Possible	Low (5)	Medium (4)	Medium (3)	High (2)	Extreme (1)
	Unlikely	Low (6)	Low (5)	Medium (4)	Medium (3)	High (2)
Rare	Low (6)	Low (6)	Low (5)	Medium (4)	Medium (3)	

Suggested Controls to minimise risk:	
Elimination	<ul style="list-style-type: none"> Choosing a different venue or activity for the group
Substitution	<ul style="list-style-type: none"> Selecting a different venue which does not have the associated hazard Selecting a provider that manages/minimises the risks associated with the activity
Engineering	<ul style="list-style-type: none"> Ensuring that additional supervision is available on the day Ensuring individuals with certain training are on hand to assist Ensuring that enough volunteers/staff present hold suitable qualifications/ training (eg. First aid, CPR, etc.)
Administrative	<ul style="list-style-type: none"> Educating students/staff/volunteers about any hazards or risks associated with the venue/ activity Ensuring that all staff/volunteers are aware of any special medical needs of anyone in the group and how they can recognise an issue (eg. Early symptoms of an allergic reaction, anaphylaxis, diabetic reaction, etc.)
PPE	<ul style="list-style-type: none"> Ensuring any required PPE is provided (eg. Gloves, hats, glasses, clothing, etc)

Attachment B:

<School Logo>

<School Name> <Excursion Name>
Medical Information and Consent Form

Student details

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>	Date of Birth <input style="width: 95%; text-align: center;" type="text" value="/ /"/>
Class <input style="width: 95%;" type="text"/>		

Parent/guardian contact details

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>
Address <input style="width: 95%; height: 25px;" type="text"/>	
Home Phone <input style="width: 95%;" type="text"/>	Email address <input style="width: 95%;" type="text"/>
Mobile Phone <input style="width: 95%;" type="text"/>	Work Phone <input style="width: 70%;" type="text"/>

Parent/guardian contact details

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>
Address <input style="width: 95%; height: 25px;" type="text"/>	
Home Phone <input style="width: 95%;" type="text"/>	Email address <input style="width: 95%;" type="text"/>
Mobile Phone <input style="width: 95%;" type="text"/>	Work Phone <input style="width: 70%;" type="text"/>

Consent

I give consent for my child to participate in the excursion and agree to delegate my authority to the Staff and Instructors involved. Such Educators and Instructors may take appropriate disciplinary action in accordance with school policy to ensure the safety, well-being and successful conduct of the students as a group, or individually in the aforementioned activities. I also authorise the Educators and Instructors to provide first aid, and to obtain necessary medical assistance should an accident occur. I undertake to pay all medical expenses incurred on behalf of the above student, including medical treatment, ambulance transfers and prescribed medications. I submit the medical information below about the above student and include details of limitations, which he/she has for the activities concerned. I will ensure to send to school any puffers or medication needed. I further authorise qualified practitioners to administer anaesthetic if such an eventuality arises.

Name <input style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 95%; text-align: center;" type="text" value="/ /"/>
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The ELC has been informed of all relevant medical information regarding my child's allergies and illnesses Yes No

Has your child suffered an acute injury/ illness and been treated by a doctor in the last 4 weeks Yes No

Details: _____

If yes, is your child now fit to participate in this excursion and the associated activities? Yes No

Private health insurance fund Number

Medicare number Position on card Valid till

Student's Preferred Doctor Number

Current Medication

Students First Name Students Last Name Class

		Time and dosage – please specify exact time of medication (attach details as required)							
		Breakfast		Lunch		Dinner		Before Bed	
Condition	Medication Name	Time	Dose	Time	Dose	Time	Dose	Time	Dose
eg. Asthma	eg. Bricanyl	8am	2 puffs	12:30pm	2 puffs	6pm	2puffs	8pm	2 puffs

Other		
Name	Time	Dose

Please note:

- all medication provided in original packaging, and should be clearly labelled with the child's name, dosage, Doctor's name and phone number, and frequency of administration.
- All medication for **Category A** conditions are required to provide a **Medical Advice to School form** instead of completing this section.

Does your child suffer from the following? (Please indicate how to treat and supply any medication should treatment be required)

Travel Sickness	Fainting, fits or blackouts	Headaches	Asthma (must provide an asthma plan)	
Skin conditions (eg. Eczema)	Known reactions to common drugs or medications	Hayfever	Nosebleeds	Other

Further information: _____

- Notes:
1. Scheduled medications must be provided in the original container
 2. Place medications into a sealable plastic bag clearly labelled with their name and class
 3. Staff will collect, supervise and register the taking of all medication
 4. Students at risk of anaphylaxis need to provide at least one auto injector (e.g. EpiPen / AnaPen).