



POLICY:	EXCURSIONS & INCURSIONS
2B.06	

1. Policy Objective:

To organise a wide variety of excursions and/or visiting performers or exhibitors (incursions) to enhance the program offered for children, while considering the safety of the children through risk assessment and minimisation strategies.

2. Explanation:

The programs offered by Services can be enhanced through access to outside sources of information, materials and entertainment. These will extend the children's knowledge and experiences and provide stimulation for their creativity and exploration. Staff will need to justify the benefits against any risk factors.

3. Definition:

Person in charge the leader of the excursion, who will have suitable qualifications, experience and skills to perform the duties required.
Excursion any 'outing' which is outside of the licensed premises and involves some transportation such as walking or bus/train.
Incursion visiting performers or exhibitors who come to the Service

4. Implementation:

- 4.1. Staff/educators will keep a list of the local excursions/visitors that could be used by the Service.
- 4.2. Services co-located on school sites will identify the areas that children could visit, e.g. library, oval. A blanket excursion form can be used for co-located visits. This only needs to be signed once by the parent and kept in a child's file. (Risk assessments are still required for these site visits).
- 4.3. Staff/educators will note the reasons/benefits and outcomes for the children as part of the program.
- 4.4. Any planned excursions must be approved by your Children's Services' Manager. As part of the approval process, risk assessment forms must be provided.
- 4.5. Staff/educators will ensure that any planned excursion/incursion has the approval of the Service Leader.
- 4.6. All visitors to the service will have a current Blue Card (or equivalent if service is in a different jurisdiction) and show this on arrival.
- 4.7. Outside School Hours Care services will conduct excursions and/or incursions during vacation care.
- 4.8. Representatives from the Service must visit the excursion venue prior to the excursion occurring as part of the Risk Assessment process. The following must be included:
 - proposed route to the destination
 - location and access to toilets/hand washing
 - shade provision
 - access to safe drinking water
 - proposed activities
 - mobile phone coverage
 - access for emergency services
 - water or other hazards
 - bus pick up and drop off points (if needed)

- 4.9. Any identified risks from this inspection visit must be addressed and the benefits versus risks decided.
- 4.10. Staff/educators need to consider all the possible risks involved with an excursion/incursion and have noted control measures, where needed.
- 4.11. Any excursion must be under the leadership of a qualified and experienced 'person in charge'.
- 4.12. If an excursion/incursion is to be organised, staff will ensure that all families have signed a permission form as per the QLECS Excursion form (WHS.001)
- 4.13. Extra assistance will be organised to ensure that the adult: child ratios comply with the National Law/Regulations. Families may be encouraged to assist.
- 4.14. Adults who are assisting with the excursion must be provided with information in regard to what is expected of them during the excursion, including, but not limited to:
 - children must be within direct supervision of an adult at all times;
 - no adult is to leave the group once the excursion has commenced as this would jeopardise the safety of others and may have legal consequences;
 - no adult may consume intoxicating liquor or drugs whilst part of the group and may not be under the influence of any liquor or drugs prior to commencement of the excursion;
 - smoking is not permitted in the presence of children
 - a staff member must accompany children to the toilets at all times
 - personal mobile phones are not to be used unless in an emergency
- 4.15. A list containing the names of the children, staff/educators and other adults going out on excursion is to be left with a staff member at the service
- 4.16. If no staff are left at the service, a notice is to be placed in a prominent position at the entrance to the service, easily seen by parents, advising them of the excursion venue/destination, the estimated time of arrival back at the service and the contact phone number for the person in charge of the excursion
- 4.17. A list containing the names of all children and carers is to be taken by the 'person in charge'. This list should contain additional information on 'special requirements' – medications, puffers, emergency contact numbers, etc.
- 4.18. If taking food and drink, these must be stored with regard to food safety legislation'
- 4.19. The 'person in charge' must take an operational and fully charged mobile phone.
- 4.20. If possible, at least one other staff member should also take an operational and fully charged mobile phone.
- 4.21. If the children are to be divided into groups at the venue, the leader of each group must have an operational and fully charged mobile phone.
- 4.22. Any incidents or accidents must be recorded and the Responsible Person in Charge informed as soon as possible after the event. The Responsible Person in Charge must inform QLECS as soon as possible.
- 4.23. Younger children (under school age) going out on excursion are to wear tags showing the Service's name and contact number on the front.
- 4.24. The 'person in charge' will allocate children to adults when going on excursion and keep the list with them at all times. Staff/educators will frequently check that all children and adults are with the group.
- 4.25. If there are any problems with an excursion, the 'person in charge' will inform the Responsible Person in Charge and Children's Services Manager immediately, by phone
- 4.26. In the event of a late return to the service, the person in charge will make every effort to inform the parents/guardians.
- 4.27. If excursions are to be organised, consideration must be given to the type of transportation involved:
 - if within walking distance, the children can walk with supervision;
 - if a longer distance is to be travelled, a bus with seatbelts is to be organised.

4.28. If travelling in a bus, the following must apply:

The vehicle must be registered;

The vehicle must be approved for purpose by Queensland Transport and be within the current machinery test period.

Drivers must be licensed for the type of vehicle being hired;

Drivers must be licensed to carry the required number of passengers for the purpose;

The above two facts must be confirmed in writing by the company or school/college before they are engaged;

An emergency plan in the event of a `breakdown' must be in place so that alternate travel arrangements can be easily arranged

4.29 Travel in private cars is **NOT** permitted.

4.30 The following ratios are recommended:

- for children less than two years of age, one child: one adult;
- for children over two years but less than three years of age – one adult to two children;
- for children at least three years of age but not yet school age – one adult for every four children and where water is involved, one adult to each two children
- for children of school age – one adult for every eight children, unless water is involved, then the ratio is one adult for every five children.

Evaluation:

This policy will be reviewed and updated (if needed), at least every two years, by the Early Childhood Team, following input from all stakeholders.

Associated Documents:

All associated documents can be found in the Administration and Work Health and Safety sections of the QLECS Forms and Documents

Related Policies:

2A.02: Food Safety

2B.01: Administration of First Aid

2B.10: Incident, Injury, Trauma and Death

2B.18: Sun Protection

2B.19: Supervision of Children

2B.21: Water Safety

4.24: Tobacco, Drugs and Alcohol-free Environment

References:

Legislation:

Education and Care Services National Law 2011: Sections 167

Education and Care Services National Regulations 2014: Regulation 100-102 and 168 (2) (a) (g)

Work Health and Safety Act 2011

Transport Operations (Road Use Management) Act, 1995 (Qld)