



# Excursions Policy

## Rationale:

Children and educators are kept safe while travelling outside the home care. Children benefit from a wide range of multi-learning environments and experiences outside the home environment.

## Objectives:

To broaden children's awareness of their neighborhood and local community. To develop a sense of belonging within the children. To allow children to explore their community and neighborhood and the learning opportunities which they contain. Inherent risks involved in excursions and outings will be predicted as much as possible to maintain the safety and wellbeing of the children and adults.

## Procedures:

- Parents, at the time of enrolment, or before regular excursions are undertaken, will give written permission for regular excursions (such as visits to the park, library, collection of other children from school or kindergarten or playgroups). A regular outing can be defined as: outings or excursions that parents have agreed to at the time of their child's enrolment, that are part of an ongoing planned and consistent routine of education and care. Most regular excursion will be within a radius of 20kms of the educator's home care premise, unless otherwise arranged with the family.
- Treasure tree Educators need to ask for written permission for all other special outings or excursions and a separate form needs to be signed for this and kept on record in the folder. A special outing can be defined as an outing or excursion that parents have agreed to prior to the excursion or outing taking place, that is not a regular outing or excursion.
- On outings or excursions children must not be taken to a place where they cannot be supervised at all times.
- All excursions or outings will be recorded and kept in the educators' folder.
- Treasure Tree Educators need to complete the risk assessment section of the written permission form prior to asking the parent's permission.

- When children travel in a motor vehicle the written permission of the parent of the child is obtained before the travel. Treasure Tree educator must make sure:
  - The driver has a current driver's license and use a vehicle with a current warrant of fitness and vehicle registration.
  - Treasure Tree educators will only use approved vehicle restraints.
  - Children will be appropriately restrained (according to the Traffic Regulations) when being transported in a motor vehicle by the caregiver.
- A supervision plan specific to the excursion need to be developed and implemented (refer to the excursion form and Excursion planning check list).
- Forms will be kept in the Treasure Tree Educator folder at the care address.

**Things to consider are:**

- Treasure trees Educator must be contactable by phone at all times.
- The Treasure tree Educator must have the parent's phone numbers and a mobile phone with her.
- Access to a First Aid Kit must be available at all times.
- Portable food and water will be available.
- Taking adequate clothing for the children which will suit the destination and the journey there.
- The Treasure tree Educator will not exceed the adult: child ratio. (1adult:4children, not more than 2 children under 2yrs)
- Whether or not the destination contains hazardous materials, poisons, poisonous plants, animal droppings, bodies of water, areas of glass, or sharp objects.
- Whether other adults from the community are going to be at the destination.
- Whether the outing is appropriate for the age and needs of the children in care

In the event of an accident whilst on an outing the Treasure tree Educator is to immediately notify the families of their children and the Treasure tree Coordinator. The Treasure tree Educator must have a list of parents and emergency contacts. This list must be obvious to any person coming to her aid (such as St John's Ambulance personnel). Most excursions will not be longer than 4 hours away from the Treasure tree Educator's home care environment, unless otherwise arranged with the family.



If the excursion involves activities in or near water, additional supervisory precautions will be required. Treasure Tree educators must have constant visual contact and be in close proximity to children at all times. If educators need to move away from the area, they must take all children away from the water.

When any excursion is undertaken outside the care premise, Treasure Tree educator will consult and record the discussion with the parent/guardian in respect of the educational value, health & safety provision, and ability to communicate should emergency arise.

**Relevant forms and Documents:**

- Regular excursion- Child Enrolment form, Treasure Tree Monthly compliance sheet
- Record of regular excursion outside Treasure Tree Home premises form
- Record of special excursion outside Treasure Tree Home premises form
- Excursion planning check list