



## Excursion Procedure

### Before Excursion

- Pick a suitable venue
  - Educators (and Nominated Supervisor if required) visit venue and take note of any issues that may need to be addressed in risk assessment and opportunities venue provides for learning
- Nominated Supervisor makes sure excursion meets the requirements/exclusions in service public liability insurance
- Educators or Nominated Supervisor completes written risk assessment before excursion and manages identified risks. See Excursion Policy for Risk Assessment requirements.
  - Risk assessments are required for excursions that are regular outings if a risk assessment has not been conducted within the last 12 months of the excursion date. Regular outings are walks, drives or trips to places that we visit regularly and which have substantially the same risks
  - Educators may conduct risk assessments if they have experience conducting excursions. The Nominated Supervisor must check these
- If risk assessment satisfactory, Nominated Supervisor or educators give parents/guardians at least 4 weeks notice of excursion.
  - No notice is required if parents/guardians have already signed written authorisation for a regular outing and the circumstances and risks are substantially the same
- Educators or Nominated Supervisor get written authorisation for excursion from all parents/guardians whose children are attending before each excursion (only required once every 12 months if regular outing). See Excursion Policy for Risk Assessment requirements.
  - If parents/guardians can collect child from excursion venue get authorisation for this too
- Educators complete Excursion Checklist before excursion which includes:
  - at least one educator attending (and at service if children present) has current first aid/asthma/anaphylaxis qualifications
  - ratios at service and on excursion/outing met
  - they have a first aid kit and charged mobile phone
  - they have current list of children attending and their current emergency contacts
- Lead educator discusses what is happening on excursion and behaviour required with children, and ensures all educators and staff attending are familiar with the excursion and what they are required to do and prepare.
  - Lead educator prepares an excursion run sheet if required.

### Leaving Service

- Look at each child and check name off roll
- Do a head count and ensure number matches number of children on roll
- If a child is present but not named on the roll or vice versa, confirm arrangements for the day with service/parent before leaving and update roll



- If extra adults are attending (eg parent helpers)
  - give adult list of any specific children they are supervising
  - clearly outline their responsibilities

### **Enroute to and at destination**

Supervise children

- never leave children unattended or alone with volunteers
- if child gets sick or hurts themselves during trip
  - if medical emergency implement Medical Emergency Procedure (including ringing ambulance on 000 and following all instructions until ambulance arrives), otherwise apply appropriate first aid
  - advise Nominated Supervisor of illness/incident and of any first aid supplies that need restocking
  - ring parents/guardians and advise they will need to collect child from destination (eg service) or they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
  - complete incident, injury form
  - Nominated Supervisor notifies regulatory authority if required eg serious incident
- complete medication record if medication administered to child during excursion

### **Leaving Destination**

- check name off roll and do a head count prior to leaving (must match number of children on roll and number counted when leaving service)
- if child is missing immediately conduct search for child at destination. If child can't be located immediately call parents/guardians, and police on 000 and follow any instructions
- if child authorised to be collected from excursion venue ensure child is signed out by person authorised to collect child and person's identity can be verified if they're unknown.

### **Arriving back at Service**

- look at each child, check name off roll and do a head count
- implement activities at the service to extend learning from excursion
- Nominated Supervisor and educators evaluate success of excursion and implement any measures to improve safety or learning
- Nominated Supervisor updates QIP with any improvements.

**Reviewed: May 2023**

**Date for next review: May 2024**