



CHILDREN'S SERVICES Excursions and Travel Policy

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1. Introduction

Coast Services Group Limited - Children's Services believe that excursions are an essential part of the services' programs as they provide variety and an opportunity to enhance children's experiences. Excursions will reflect children's interests, needs and ages. Educators are encouraged to provide a balance of experiences for children, both within the Children's services premises and the wider community.

2. Definitions

Regular Outing – "in relation to an education and care service, means a walk, drive or trip to and from a destination-

- a) That the service visits regularly as part of its educational program; and
- b) Where the circumstances relevant to the risk assessment are the same on each outing."

3. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD) and our employees. This applies to Early Childhood Programs, Occasional Care, Out Of School Hours Care and Vacation Care programs and services.

4. Policy

4.1 Parents' permission will be sought prior to all excursions. Children on excursions will be ensured proper supervision and care, for the duration of the excursion.

Staff/Educators will:

- 4.1.1 Minimise risks of accidents and injuries on excursions,
- 4.1.2 Respond effectively to emergencies.
- 4.1.3 Promote awareness of road safety and safe play in children and their families.

4.2 All Regulations, Standards, and child to Educator ratios will be maintained.

4.3 Risk assessments will be carried out prior to all excursions, to minimise risks and prevent accidents on excursions. It is important to plan ahead and choose safe excursion locations and travel routes, take precautions and be prepared for emergencies by carrying a first aid kit and emergency phone numbers. It is important to consider road safety (including passenger and pedestrian safety) and safe play.

5. Procedures and Implementation

Children's Services will:

5.1 The Nominated Supervisor or Responsible person will carry out a risk assessment on venues of any planned excursions.

- 5.2 Be familiar with the venue before undertaking the excursion to ensure that it is suitable, safe and accessible by all. Educators will liaise with the venue provider to obtain their risk assessment and any other special requirements.
- 5.3 Ensure that any excursion is consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the service.
- 5.4 Ensure the level of supervision will maximise the safety of all children for any excursion involving potentially hazardous venues, eg. water, heavy traffic and crowded venues. The Regulated ratios will be adhered to.
- 5.5 Ensure any vehicle picking up children parks in a safe location which, where possible, does not require children to crossroads.
- 5.6 Ensure that no child will participate in any excursion unless a signed excursion permission form from a parent or authorised person has been received prior to the excursion taking place.
- 5.7 Plan excursions with consideration for:
 - 5.7.1 The children's ages, capabilities and interests.
 - 5.7.2 Ways to maximize the children's developmental experiences and safety.
 - 5.7.3 Suitability of the venue - consider ability to supervise children effectively and access (including wheelchairs if required).
 - 5.7.4 Access to food, drink and other facilities (eg toilets, shade).
 - 5.7.5 Weather conditions which would make the venue unsuitable.
 - 5.7.6 Specific clothing, medical and/or equipment needs of the children.
 - 5.7.7 Travel arrangements needed.
- 5.8 Make alternative arrangements for adverse weather conditions, including wet, cold or hot weather and the final decision to continue with the excursion.
- 5.9 When an approved excursion has been cancelled, the service will contact the parents to notify them of the cancellation.
- 5.10 Publicise and give a minimum of 24 hours notice for all excursions to all parents.
- 5.11 Use vehicles which comply with the appropriate road and transport regulations, are mechanically sound, have regular maintenance, are fitted with approved and age-appropriate child care restraints if they seat less than 9 children.
- 5.12 If using buses factory fitted with seatbelts, appropriate child restraints must be fitted as per NSW legislation.
- 5.13 In relation to OSHC, leave a list of children attending the excursion at the service prior to departure and carry a copy for the purpose of checking at regular intervals during the course of the excursion.
- 5.14 Ensure that child to Educator ratios are maintained when going on an excursion. Including staff that is required to work with children who have additional needs.
- 5.15 Educators will take a list of all children with relevant personal details and parent contact numbers, a list of all relevant and emergency procedures and contact numbers, a mobile phone, a fully stocked portable First Aid kit and spare drinking water.
- 5.16 For OSHC services ensure all bus drivers carry the service's name, address and contact number at all times. An emergency contact number will also be provided.
- 5.17 Teach children all the rules associated with all the modes of transport and ensure these rules are followed.

5.18 Educators to ensure families have agreed to the Service utilisations areas on our enrolment form.

6. Follow the listed procedure in the case of vehicle breakdown for OSHC:

6.1 Phone service to inform Nominated Supervisor or responsible person

6.2 Discuss suitable alternatives and organise for this to be undertaken

6.3 Ensure all children are kept safe at all times

6.4 Inform parents of the breakdown if necessary

7. Follow the listed procedure in the case of a vehicle accident for OSHC:

7.1 Check if any child or Educator are injured, conduct first aid and phone for an ambulance if necessary

7.2 Comfort and calm children

7.3 Ensure that the children are safe at all times

7.4 Phone the police if necessary

7.5 Phone service to inform Nominated Supervisor or responsible person in charge and organise alternative transport.

7.6 Inform parents of the accident and ensure all appropriate procedures are followed.

7.7 Take the required details of the other driver involved: name, contact, Registration number, driver's licence, insurer and any damage done to either vehicle

7.8 Complete the required Incident report for children, Educators and PCC owned Vehicle on return to the service.

7.9 All information must be provided to our insurance, Department of Education and ACECQA.

8. Follow the listed procedure when transporting children by public transport for OSHC:

8.1 Ensure that a list of the children's names and number of children travelling is taken

8.2 Take the service's name, address and contact numbers with them

8.3 Conduct a head count on a regular basis

8.4 Assist children in getting on and off the mode of transport

8.5 Ensure that all children are accounted for before allowing the vehicle to leave.

9. Follow the listed procedure when transporting children by foot for OSHC:

9.1 Ensure that the safest route is taken

9.2 Ensure children cross the road at the crossing or lights where available, and obey the road rules

9.3 Undertake extreme care when crossing roads

9.4 Keep children together as a group and walk in line on pavements. Educators will remain vigilant to ensure that no child runs ahead, lags too far behind the group or acts inappropriately.

9.5 OSHC Services will ensure that an Educator is situated at the beginning and end of the line. Additional Educators are to be spread throughout the line of children.

10. Follow the listed procedure when transporting children on and off the Bus:

10.1 Ensure that the most direct route is taken.

10.2 Ensure an Educator is at the entrance to the service or school

10.3 All children are accounted for via a roll and head count

10.4 The Educator on the bus checks for any children remaining on the bus.

10.5 Ensure the Educator is the last person to enter the premises or board the bus.

Related policies and procedures

CCC Vehicle Policy

Staffing arrangements

Forms and Records

Excursion Risk Assessment

Risk Identification Form (PCC)

Incident form PCC

Hazard form PCC

Children's Services Forms