

Only Early Learning Centre



Excursion and Incursion Policy

Centre Policy Number 2

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Contents

| | |
|--|---|
| Excursion and Incursion Policy | 1 |
| Aim | 3 |
| Who is affected by this policy..... | 3 |
| Planning an Excursion..... | 3 |
| Parent Permission..... | 4 |
| Supervision on Excursions | 4 |
| General Excursions | 4 |
| Water Hazards | 4 |
| Inclusion Support..... | 5 |
| Adult Responsibilities | 5 |
| Transport | 5 |
| Insurance | 5 |
| Road Safety..... | 6 |
| Incursions relating to pets and animals..... | 6 |
| Incursions and Extra Programs | 7 |
| Sources | 8 |

Aim

Only Early Learning Centre aims to minimize the risk of accidents and injuries during excursions and incursions, respond effectively to emergencies and promote awareness in children and their families in regards to road safety and play safety. Children learn from experience; therefore, excursions and incursions are seen as a valuable part of the service's program.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

Planning an Excursion

1. Before initiating an excursion, educators need to define the rationale for having an excursion and identify the objectives that they wish to achieve.
2. Educators need to be familiar with the site involved in order to assess suitability in terms of safety, facilities and accessibility for all children.
3. An itinerary needs to be developed that includes:
 - a. The date of the excursion
 - b. The proposed destination
 - c. The activities to be carried out during the excursion
 - d. The number of adults to accompany and supervise the children
 - e. The name of the people who hold First Aid certificates and Asthma and Anaphylaxis training. At least one educator attending the excursion must hold their First Aid qualification. A suitably equipped and well stocked First Aid Kit must be taken on all excursions.
 - f. The emergency contact name and number for the excursion
 - g. A timetable for the excursion
 - h. The means of transportation or walking path
 - i. An alternative plan for bad weather if required
 - j. Specific instructions regarding children's attire and things that they are required to bring
 - k. Arrangements for meal times and toilet routines if required
4. A copy of the itinerary is to be available to all parents of the children attending the excursion before the excursion is to take place
5. A Risk Assessment must be completed by a member of the Management Team, prior to the excursion taking place

Parent Permission

All families must receive a copy of the excursion written itinerary, as well as the reason for the excursion before they give permission for their child to attend.

Under no circumstance is a child to participate in an excursion if a parent has not given written permission. Permission must be obtained for each individual excursion. Individual permission forms will be filed in each child's file.

Supervision on Excursions

The below ratios are to be used as minimal requirements for excursions. The use of additional adults should be sought if Management believe it is necessary. A responsible person needs to be with the children at all times during the excursion. A list of children attending the excursion is to be taken on the excursion and checked regularly throughout the time away from the service.

General Excursions

Adult to Child Ratios are to be:

- 1 Adult to 2 Children under the age of three
- 1 Adult to 5 Children over the age of three

Any excursions that involve the use of motor or public transport, or crossing a major road are to be:

- 1 Adult to 2 Children under the age of three
- 1 Adult to 4 Children over the age of three

Water Hazards

Any excursions that involve direct or indirect access to a body of water (lake, river, ocean, beach, pool) will require a change in ratio.

Adult to Child Ratios are to be:

- 1 Adult to 1 Child under the age of three
- 1 Adult to 2 Children over the age of three

In the event that children are taken on an excursion to a beach, river, lake or other place where there is a potential water hazard:

- At least two accompanying adults must have a current First Aid Qualification
- The knowledge and ability to implement water safety procedures

Inclusion Support

When children who require additional support are taken on excursions, additional adults should be included in the ratios. This will be dependent on the amount of support that the child requires.

Adult Responsibilities

All adults who are accompanying the excursion must be assigned specific children to their care, regardless of whether or not they are educators at the centre. The responsibilities and expectations of each adult must be clearly explained prior to leaving the centre on an excursion. Ultimately, the Nominated Supervisor or Approved Provider is responsible for the care of the children. Any accompanying adults who are not educators at the centre, must not be left alone with the children.

Transport

The means of transport that will be used during an excursion, must be explained in the itinerary and the permission note.

Buses:

All children must sit on seats. Preferably children should be seated next to an adult.

Trains:

The station where children are boarding the train must be contacted prior to the excursion. The details of the destination, the number of children and the number of adults must be provided so that the train guards can hold the train for a period of time for the children to board safely. All children must be seated in the same carriage where possible and children should be seated as close to an adult as possible.

Cars:

Any motor vehicle that is used to transport children must be fitted with the appropriate child restraints that conform with the Australian Standards. If the transport seats more than 12 people, child restraints may not be required.

Insurance

Any excursion planned must be consistent with the requirements of the Public Liability Cover held by the service.

Road Safety

To help children develop safe road usage practices, increase awareness for families of road safety issues Only Early Learning Centre will provide consistent road safety messages between the service and home environment. These practices will be implemented on all excursions from the centre.

To help children and families to develop this awareness the following strategies will be used.

- Planned and spontaneous learning experiences will be implemented to promote the key safety messages of:
 - Always hold an adults hand. When a hand is not available, hold pram, bag or clothes.
 - Always cross the road with a grown up.
 - Always buckle your seatbelt.
 - Always leave your seatbelt buckled up in the car.
 - Always get in and out of the "Safety Door"
 - Always ask an adult where it is safe to play.
 - Always wear helmet when riding your bike or wheeled toy.
- Teach Safe Road Practices through play and discussions with children in all learning rooms
- Ensure that a risk assessment is conducted on the mode of transportation used during excursions

Incursions relating to pets and animals

The aim of Only Early Learning Centre is to provide a safe and hygienic environment and to protect children and staff against the risk of harm from a pet kept at the service and incursions relating to animals or pets.

Animals visiting the centre:

- Hand washing will always be undertaken when handling pets, by children as well as staff
- Children's pets will be allowed in to the service only when prior arrangements have been made with the Approved Provider/Nominated Supervisor. Parents must leave animals outside the gates when dropping or collecting their child
- Children must be closely supervised when accessing any animal or pet at the service
- Certain animals, birds and reptiles carry germs that can be passed on to humans, and cause illness. If there are any concerns, the local vet or the RSPCA will be contacted before agreeing to the visit
- Risk Assessments will be done before any animal visits the centre to pre-empt any possible hazards

Centre Pets

- The following must be considered before purchasing a pet for the service:
 - o Where the pet will be kept
 - o Who will be responsible for the pet on the weekends and after work

- Possible damage that the pet could cause
- Whether there are any potential health risks to children and staff members
- The temperature of different pets and associated costs for maintaining the pet
- Pets kept at the service will be regularly cleaned, fed, de-flead, wormed and vaccinated
- Caged pets will have their cages cleaned daily
- Pets will not be allowed inside sandpits
- If a sandpit or play area is contaminated, staff will remove sand or dirt from the area and dispose of accordingly. The area will then be cleaned as per Sand Pit Policy.
- Pets will never be kept near food preparation, food handling areas or sleeping areas.
- Hand washing will always be undertaken when handling pets, by children as well as staff

Incursions and Extra Programs

Only Early Learning Centre aims to provide a range of different external classes that families are able to enrol their children in at an additional cost. These programs are offered as a way for families to be able to participate in extra-curricular activities similar to a school environment. This can also often ease the pressure of having to fill up weekends with additional programs their children may be interested in.

All families are provided with the opportunity to enroll their families in the extra programs offered at the centre. These are run by internal and external people and/or companies. Any persons who runs an extra program at Only Early Learning will have to have a valid working with children check and external companies are required to have their own insurance papers.

For each of the extra programs offered at Only ELC there will be a class roll and only children who are enrolled and on the roll are to be taken to the extra program. This is to be documented in the extra program class roll located in the learning rooms. The coordinator of the extra program and the Lead Educator are to be signing the children over so that we are able to keep track of where the children are at all times.

It is the responsibility of the Management Team to ensure that children and families who have expressed interest in joining the extra programs organise enrollment and where applicable ensure accounts for the programs are settled and no accounts become outstanding.

For Extra Programs that are run internally they are to be documented appropriately through taking photos throughout the class and creating a learning story using the Appsesment App weekly. This reflection needs to include aspects of the Early Years Learning Framework.

Ratio is to be maintained at all times and the ratio of the rooms is paramount to any extra programs. Educators are not to leave the room to go to any extra programs until they are covered and another Educator can replace them.

Throughout all extra programs the centres philosophy, policies and procedures are to be maintained and followed at all times.

Children will not be made to participate in the program if they do not want too. The program of the extra programs should be reflective of the children and their individual needs, interests, capabilities and development.

All children need to feel they are valued as individuals and capable of achieving their full potential.

Sources

National Quality Standards 2018

2.2.1 Supervision

Education and Care Services National Law Act 2010

167 Offence relating to protection of children from harm and hazards

Education and Care Services National Regulation 2011

99 Children leaving the education and care service

100 Risk assessments must be conducted before an excursion

101 Conduct of risk assessment for an excursion

102 Authorisation of excursion

73 Educational Program

155 Interactions with Children

156 Relationships with Children

Work Health and Safety Regulations 2011

Part 3.1 Managing risks to health and safety

Road and Traffic Authority www.rta.nsw.gov.au

Kids and Traffic www.kidsandtraffic.mq.edu.au

Roads and Maritime Services www.rms.nsw.gov.au

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury **Date:** 20th February 2019

Approved By: Kelly Williams

Date for Next Review: 20th February 2020