

EXCURSIONS AND SAFE TRANSPORTATION OF CHILDREN

Early Years Services

1. Purpose

The purpose of this policy and procedure is to provide guidelines for planning and conducting excursions, regular outings, and safe transportation of children to ensure health wellbeing and safety for children attending Stonnington Early Years Services.

2. Policy

Excursions, regular outings, special events or activities may be planned to enhance children's development and learning including the safe transportation of children. These are designed to extend upon current interests and/or enrich the children's educational program. All excursions, regular outings and transportation of children are planned in consultation with the Early Years Coordinator, Team Leader and with parents/guardians' permission. Educators have a duty of care to all children in their service and must ensure children's health and safety is always maintained.

3. Scope

This policy applies to parents/guardians with children enrolled at the service and all Educators working within Early Years Services, including agency relief Educators engaged by the City of Stonnington.

4. Responsibilities

Early Years Coordinator
Team Leaders
Educators
Parents/Guardians
Students/volunteers

5. Procedure

Planning and Risk Assessment for Excursions & Regular Outings

- Careful planning will take place before any excursion including the completion of a risk assessment for Excursions & Regular Outings to identify and assess any potential risk that the excursion may pose to the safety, health, or wellbeing of the children. The risk assessment must be carried out prior to seeking parent/guardian authorisation for the planned excursion.

Version: 8

Date issued: 26 October 2011

Date reviewed: 9 February 2023

Next review: 1 July 2024

G:\Community Services\Early Years\Policies & Procedures Manual\Early Years Policies - Current 2021\Current Policies\EY PP - Excursions and Safe Transportation of Children .docx

- Risk assessment for Excursions & Regular Outings will include the proposed route, any water hazards or risk associated with water-based activities, destination, transportation, duration, activities, items to be taken, number of Educators and any potential risks relating to child safety or exposure to harm for the excursion.
- If the excursion involves transporting children the following things must be considered when completing the risk assessment;
 - the means of **transport**
 - any requirements for seatbelts or safety restraints required by law
 - the process for entering and exiting the means of transport at;
 - the education and care service premises
 - the pick-up location or destination (as required)
 - procedures for embarking and disembarking the means of **transport**, including how each child is to be accounted for on embarking and disembarking transport.
- Risk assessment forms are to be forwarded to the Early Years Coordinator prior to seeking parent/guardian authorisation for excursion for further review and approval.
- Regular outings can occur following completion and approval of risk assessment forms, these risk assessments must be undertaken at least every 12 months to identify and assess any potential risk that the regular outing may pose to the safety, health, or wellbeing of the children.
- Educators will identify the objectives and learning outcomes for the children and develop an itinerary outlining these objectives, such as providing opportunities to educate children on road safety in the daily curriculum and during excursion activities.
- Parent/guardian volunteers may be asked to provide a valid WWCC, which will be determined by the Early Years Coordinator depending on the type of excursion being carried out.

Planning and Risk Assessment for Safe Transportation of Children (other than for Excursions)

- If the service arranges transportation of children, other than for excursions a risk assessment for transporting children form must be completed and submitted to the Early Years Coordinator for approval prior to seeking parent/guardian authorisation.
- Risk assessment for transporting children forms must clearly identify and assess the risks associated with transporting children and specify how these risks will be managed and minimised to ensure children's health, safety, and wellbeing at all times.
- Risks should be evaluated each time children are to be transported unless the transportation is a regular occurrence.
- The risk assessment for transporting children should include the proposed route, duration, location, destination, any water hazards, numbers of children/adults required and additional items to be transported on the trip.
- The risk assessment should also assess the means of transport, seatbelts or safety restraints required by law, the procedures for embarking and disembarking the means of transport including how each child is accounted for on embarking and disembarking.

Version: 8

Date issued: 26 October 2011

Date reviewed: 9 February 2023

Next review: 1 July 2024

G:\Community Services\Early Years\Policies & Procedures Manual\Early Years Policies - Current 2021\Current Policies\EY PP - Excursions and Safe Transportation of Children .docx

- Authorisation for a child to be transported must be given by a parent or other person named in the child's enrolment record as having power to authorise the transportation of a child.
- Regular transportation can occur following completion and approval of risk assessment forms, these risk assessments must be undertaken at least every 12 months to identify and assess any potential risk that the regular transportation may pose to the safety, health, or wellbeing of the children.
- A full list of all children, Educators and parents/guardians being transported will remain at the service, and another taken with Educators on the journey.
- A full list of emergency contact numbers for all children being transported including the doctor or medical centre details will also be taken with Educators.
- A first aid kit and the service mobile phone are to be taken with Educators transporting children to ensure their health, wellbeing and safety need are met.
- Any medications for children with medical conditions including Epipens® and action plans for children diagnosed at risk of Anaphylaxis, and asthma inhalers and asthma plans for children diagnosed with asthma will be taken with Educators during the safe transportation of children.

Staffing

- At least one (1) Educator attending **must** have a First Aid Certificate.
- Any accident or injury will be reported to the parent/guardian and the Team Leader and/or Early Years Coordinator at the very earliest opportunity.
- A minimum of **two** Educators must attend all excursions and or regular outings (*rationale: in the case of any emergency that requires an Educator to leave the group, there will always be one Educator remaining to supervise the children*)
- Educator ratios for **regular outings** will be determined each year through the risk assessment process and in conjunction with the Team Leader/Early Years Coordinator; all regular outings will be listed on the annual permission form.
- Educator ratios for **excursions** will be 1:3 children under three years of age and 1:6 children over three years, or as determined through the risk assessment process for specifically planned excursions.
- Other adults e.g., parents/guardians are encouraged to assist with excursions and/or transportation of children, however they are not directly responsible for any number of children. Other adults must be supervised at all times and procedures maintained to ensure they are not left alone with children other than their own at any point.
- Supervision of children will be of highest priority and children will be supervised in accordance with the Supervision Policy.

Permission for Excursions, Regular outings and/or Transporting Children

- Parent/guardian permission must be obtained by informed written consent.
- Parents/guardians will receive a notice outlining the Excursion, Regular Outing and/or Transportation of Children, this will include any or all of the following:
 - details of the date
 - the destination and objective
 - itinerary and proposed activities
 - cost (if any)
 - period the child will be away from the service

Version: 8

Date issued: 26 October 2011

Date reviewed: 9 February 2023

Next review: 1 July 2024

G:\Community Services\Early Years\Policies & Procedures Manual\Early Years Policies - Current 2021\Current Policies\EY PP - Excursions and Safe Transportation of Children .docx

- number of children likely to be attending
 - number of Educators and other adults attending
 - mode of transport
 - reason the child is being transported
 - if the authorisation is for regular transportation, a description of when the child is to be transported
 - A description of the proposed pick-up location and destination
 - The period of time during which the child is to be transported
 - Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
 - that a risk assessment has been prepared and is available at the service
 - That written policies and procedures for transporting children are available at the service.
- Parent/guardian **must** complete and return the authorisation form to the service. No other person is able to complete the permission form. Permission forms must be retained and stored with each child's enrolment records.
 - **Under no circumstances** may a child be removed from the service without the parents/guardians' permission in writing (emergency evacuations excepted).
 - A parent/guardian **must** complete and return the **regular outing authorisation form** to the service. All approved locations for regular outings must be listed on the regular outing authorisation form. No other person is able to complete the permission form.
 - Regular Outing permission must be obtained by informed written consent every 12 months. Permission forms must be retained and stored with each child's records.
 - A parent/guardian **must** complete and return the **regular transportation authorisation form** to the service. No other person is able to complete the permission form.
 - Regular transportation permission must be obtained by informed written consent every 12 months. Permission forms must be retained and stored with each child's records.

Itinerary/Excursions and Regular Outings

The risk assessment for excursions including a full itinerary and a contingency plan for bad weather, must be approved prior by the Early Years Coordinator and a copy retained at the service.

- Specific instructions regarding hats, sunscreen, food etc. will be given to parents/guardians and accompanying Educators.
- A full list of all children, Educators and parents/guardians attending the excursion or regular outing will remain at the service, and another taken on the excursion.
- A full list of emergency contact numbers for all children attending the excursion or regular outing including the doctor or medical centre details will also be taken on the excursion.
- A first aid kit and the service mobile phone are to be taken on all excursions and regular outings.
- Any medications for children with medical conditions including Epipens® and action plans for children diagnosed at risk of Anaphylaxis, and asthma inhalers

Version: 8

Date issued: 26 October 2011

Date reviewed: 9 February 2023

Next review: 1 July 2024

G:\Community Services\Early Years\Policies & Procedures Manual\Early Years Policies - Current 2021\Current Policies\EY PP - Excursions and Safe Transportation of Children .docx

and asthma plans for children diagnosed with asthma will be taken on all excursions or regular outings.

- Educators will undertake regular headcounts of children throughout any excursion and regular outings.

Safety requirements for Transportation of Children

Safe transportation of children arranged by the service will require additional procedures and documentation due to the increased risk involved with the transportation of children.

- Team Leader/Room Leader will be present to account for children when they are embarking and disembarking the vehicle being used for transportation.
- All children are to be accounted for both at the service as well as the destination and again when returning to the service as applicable.
- Team Leader/Room Leader will complete a mandatory check of the interior of the vehicle once children have disembarked to ensure children **have not** been left on the vehicle.
- Team Leader/Room Leader are required to complete the transportation checklist and sign the record acknowledging that they have accounted for all children and checked once children have disembarked the interior of the vehicle.
- A copy of the completed transportation checklist is forward to the Early Years Coordinator if transportation of children occurs to ensure compliance with record keeping.
- If one of the Stonnington Early Years services were planning to commence regularly transporting children the Early Years Coordinator would need to submit a service approval application prior to the commencement of regular transportation of children in line with Education and Care Services National Regulations.

Version: 8

Date issued: 26 October 2011

Date reviewed: 9 February 2023

Next review: 1 July 2024

G:\Community Services\Early Years\Policies & Procedures Manual\Early Years Policies - Current 2021\Current Policies\EY PP - Excursions and Safe Transportation of Children .docx

6. Relevant Legislation, Policies and Procedures

Australian Children's Education and Care Quality Authority (ACEQA)

Child Safe Standards

<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafe.asp>
[X](#)

Education and Care Services National Law Act 2010

Education and Care Services National Regulations (2011 SI 653) - Version 1st October 2020

National Quality Standards

7. Relevant Services Policies/Forms

Excursion Evaluation

Enrolment Form

Excursion Parent/Guardian Help Information

Excursion Permission Form

Excursion Process Flowchart

Excursion Risk Assessment Form

Interactions with Children Policy (Guiding Children's Behaviour)

Parent Handbook

Regular Outings Permission Form

Risk Assessment Form – Transporting children (other than as part of an excursion)

Safety Checklist for Transportation of Children

Supervision Policy

Transporting Children Permission Form

Parent Involvement and Communication Policy

Version: 8

Date issued: 26 October 2011

Date reviewed: 9 February 2023

Next review: 1 July 2024

G:\Community Services\Early Years\Policies & Procedures Manual\Early Years Policies - Current 2021\Current Policies\EY PP - Excursions and Safe Transportation of Children .docx