BEFORE, AFTER & VACATION CARE

EXCURSIONS & ROUTINE OUTING POLICY

TEAMKIDS | JAN 2025

FUN GENUINE INNOVATIVE INVOLVED REMARKABLE

EXCURSIONS & ROUTINE OUTING POLICY

POLICY RATIONALE

TeamKids includes excursions and regular outings as a valuable part of our Holiday Program experiences for children.

This policy provides a set of clear guidelines and procedures to:

- Strengthen safety, legislative, regulatory and ethical standards for children participating in our programs
- Communicate to TeamKids Staff and Volunteers the organisational expectations and standards in providing and supervising excursions and regular outings.

POLICY STATEMENT

In delivering excursions and regular outings, TeamKids commits:

- To planning all experiences with the needs and interests of children as a priority consideration.
- To planning all experiences in a manner that offers children a variety of learning.

EXCURSION AND REGULAR OUTINGS TRAINING PROCEDURES

All educators will undergo training in excursion procedures, both during their induction training and in a separate Learning Management System (LMS) topic, related to procedures. The topics are assigned to educators, dependant on their role and include:

EXCURSION MANAGEMENT – RESPONSIBLE PERSONS

- Excursion Management
- Excursion Documentation
- Excursion Safety: Singlets and wristbands
- Supervision when on excursion
- Procedure: Bus Safety
- Children under the age of 7 on excursion
- Knowledge check (to ensure educator has an appropriate level of knowledge on this topic)

EXCURSIONS

- Getting ready for an excursion
- Excursion Safety – Wrist bands and vests
- Identification of children on excursion policy (including e-signature provision)
- Excursion documentation
- Supervision & Head counts
- Children under 7 on Excursion
- Knowledge check (to ensure educator has an appropriate level of knowledge on this topic)

- Experience timetable: Excursion and bus details
- Excursion Safety: Bus Process – getting on and off the bus.

It is noted that specific training on ensuring appropriate supervision and protection of children under 7 years of age, from potential harm or hazard, is included in each element of training. As all educators are required to undergo this training during the induction process.

EXCURSION AND REGULAR OUTINGS PROCEDURES

- Any excursion, incursion or routine outing must be carefully planned, ensuring that a risk assessment is conducted before authorisation is sought before each child can participate in compliance with Regulation 100 and Regulation 101 of the Education and Care Services National Regulations (2011).
- These assessments consider any foreseeable risks associated with the outing. Furthermore, risk mitigation strategies and/or how risk will be minimised and/or managed are documented and communicated. The risk assessment process also documents the Excursion and/or Regular Outing specifics, including but not limited to ratios, children's activities, length of stay, transportation to and from venue etc. (R101). This process ensures all information is shared with families well before children participate in activities and before families are requested to provide authorisation for the Excursion and/or Regular Outing.
- Excursions and incursion activities will be designed to expand children's understanding of the community and appreciation of the world around them.
- Written authorisation for Excursions and Regular Outings is obtained from all parents/ guardians and/or authorised nominees. This documentation process includes providing access to information about the nature and specific details of Excursions and Regular Outings for their child (R102).
- The Excursion and Regular Outing risk assessments, including site visits, are overseen by the Program Planning Manager and the Quality and Compliance Manager.
- The risk assessment includes all relevant information, and any risk mitigation strategies are communicated by the Program Planning Manager to the relevant TeamKids Coordinator/ Director of Service (or responsible person) in working towards a safe experience for children.
- All TeamKids educators wear an easy to identify uniform at all times on excursions and regular outings.
- Excursions may be cancelled if weather conditions are inappropriate for the planned activity, of for venues within an area at risk of bushfire on a day deemed to be 'extreme/catastrophic'.

REGULAR OUTINGS SPECIFIC INFORMATION AND PROCEDURES

In enhancing educative and fun experiences for children, TeamKids may provide Regular Outings. These Regular Outings may include visits to nearby parklands, playgrounds and/or recreation facilities. As previously stated, risk assessments specific to that program's Regular Outing/s are made available to parents and authorised nominees or can be emailed upon request prior to enrolment.

Where parents/guardians are unwilling to permit their child on a regular outing, TeamKids

may provide another option such as split groups or an alternative TeamKids Service (at a different location where the routine outing is not included). Splitting groups are only made available where ratios, qualifications and communication criteria can be met. Where this is unavailable, parents/ guardians may exercise the option of another TeamKids Service. This is communicated to parents/ guardians upon enrolment.

EXCURSION SPECIFIC INFORMATION AND PROCEDURES

All Excursion specifics, including activities, departure and arrival times, are made accessible to parents upon placing their booking. Where departure and/or arrival times are outside our normal pickup and/or drop-off times, this information is communicated to parents during the enrolment process for that specific day.

To ensure safety and comfort for children on excursions:

- Parents are expected to arrive at least 15 minutes prior to excursion departure time. This is communicated to parents upon enrolment.
- Buses will depart on time, and children who are late will not be able to attend the program, as services are closed during excursion times.

Parents will be asked to ensure that for each excursion venue, children have appropriate:

- Clothing (including activity and weather appropriate)
- Footwear (including activity and weather appropriate)
- Lunch/drinks and snacks
- Sun protection

Children who are unable to attend excursions will not be offered care on Excursion days as the service will be closed for the duration of the excursion. All TeamKids Staff Educators are required at Excursions to maintain safe and appropriate ratios, qualifications and communication to accommodate breaking into smaller activity groups. Please contact our Customer Service team on 1300 035 000 to discuss alternate locations for this day. ***Staff-to-children ratios on excursions vary from 1:8 to 1:15 depending on TeamKids Risk Assessment and the deemed level of risk.*

PRIOR TO DEPARTURE FROM THE SERVICE

In upholding TeamKids commitment to child safety, TeamKids Coordinator/Director of Service (or responsible person) oversees and ensure that the following items are always taken on all excursions:

- First Aid Kit
- Medication as required
- Attendance Record/Roll
- Password-protected iPad with access to all critical information including Emergency contact Parent Information, Medical and Contact Forms › Mobile Phone access.

To ensure strong communication between potential split groups, with head office, emergency services and with parents/guardians, each TeamKids educator on Excursion is required to:

- Provide their own mobile phone (or in the event, they do not have one, will be provided with one)
- Have the ring and vibrate mode switched on
- Have access to the Coordinator/Director of Service mobile number
- Have access to head office contact phone numbers
- Will be provided via the Coordinator/Director of Service access to every child's medical and emergency contact record.

- The Coordinator/Director of Service in charge of the excursion must ensure that the Risk Assessment is discussed with all children including, aims and objectives of the excursion and items of special interest to them.

- Policy on Sun Protection will apply on all excursions.

- The Responsible Person in charge will ensure that all educators are familiar with their roles on the day – supervision, emergency procedures for a lost child, accident/injury procedures, and any other specific safety requirements.

IMMEDIATELY PRIOR TO DEPARTURE OF THE SERVICE:

- Educators will sit all the children down and explain to them the expectations of the day ahead, including the pairing/grouping of the educators and children.
- All children are given the opportunity to use the toilet prior to departure.
- The Coordinator/Director of Service leading the excursion will nominate an educator to collect the excursion pack that must be taken with the group and to check its contents against the Excursion checklist.
- All children must be placed in groups (Size determined by Risk Assessment) with a designated educator who will be responsible for these children throughout the excursion where required.
- Ensure that all children must be identifiable and be wearing the TeamKids singlet on the outside of their clothing. Children are also required to wear the service-specific wristband at all times.
- Ensure that all Team Members are identifiable and wearing a visible TeamKids uniform and name tag.
- A headcount must be conducted prior to children leaving the Service.

SAFETY PROCEDURES ON EXCURSIONS

- Headcounts are made at regular intervals of at least every 30 minutes and when moving from one area to another, for example, toilets, getting on and off buses on all Excursions and Regular Outings
- Roll calls are conducted regularly throughout the day – anytime children are gathered together as a whole group
- Children are briefed prior to the Excursion to ensure children understand and agree to

expectations. They are informed about how the day will run and what activities they will engage in.

- Appropriate communication methods are set in place for all Excursions. This includes children being organised into smaller groups and at least two educators per group on high-risk excursions.
- Meeting times and locations are agreed upon by all staff members prior to separating into smaller groups.
- A list of educators and children allocated are made available to each educator attending the excursion.
- Children are not left in the sole care and custody of any other person apart from TeamKids educators, including any bus drivers and excursion venue staff.
- Boundaries are clearly explained and/or marked for children. Team Members will position themselves so that children are supervised at all times.
- Any Educator noticing that a child appears to be missing from the group will let the Coordinator/Director of Service in charge know immediately.
- Children will have access to appropriate shaded areas to avoid excessive exposure to the sun in accordance with the policy on Sun Protection.
- Ensuring Educator: Child ratios are maintained at all times. At no time can a Team Member leave the group unsupervised.

THE FOLLOWING TABLE IDENTIFIES THE RESPONSIBILITIES FOR TEAM MEMBERS WHEN CONDUCTING EXCURSIONS:

Duty	Person Responsible	
	Coordinator	**Assistant**
Ensuring that the Team Member allocated to supervise each group of children has the appropriate experience, for example, the most experienced and/or qualified Team Member is to escort and collect children, supervise the larger groups and outdoor play.	✓	
New Team Members, where possible, are not be left alone to supervise children. Once the Coordinator/Director of Service determines that the Team Member is familiar with the Service, children and families, they may solely supervise children.	✓	
Complying with Educator: Child Ratios.	✓	✓
Being aware of any potential hazards as outlined in the Risk Assessment.	✓	✓
Ensuring that children are actively supervised at all times and that all Team Members are using Circulate, Supervise and Interact (CSI) strategies.	✓	✓
Consider the design and arrangement of the Excursion Venue and support all Team Members to actively supervise all children.	✓	✓
Ensuring that excursion boundaries are communicated to all children and that they are aware of the boundaries at the Excursion venue.	✓	✓
Head Counts are conducted at least every 30 minutes as well as prior to moving between any spaces – including indoor and outdoor areas, using the toilets and getting on and off the bus.	✓	✓
Bathrooms and Toilets are checked for any potential hazards prior to children entering, and children are escorted to the bathrooms.	✓	✓

SICK AND INJURED CHILDREN DURING AN EXCURSION

- In the event that a child becomes unwell during an excursion, Team Members are to follow policies on Incidents, Accidents, Injuries Policy and the Administration of First Aid.
- If the illness is deemed to be serious (i.e. if immediate medical aid or hospitalisation is required), then follow the emergency procedures detailed in the policy on and dealing with incidents, accidents, injuries and trauma.
- The Coordinator/Director of Service should ensure that a first aid kit is accessible at all times during excursion periods, including during transport.

LOST CHILDREN DURING AN EXCURSION

If a child is unaccounted while on an excursion, the following procedures will be followed immediately to ensure the safety of all children:

- If at any point a child leaves the excursion venue and does not respond to a Team Members request to return, the Police must be contacted by the Responsible Person in Charge immediately on 000.
- The Coordinator/Director of Service will contact their Area Manager, who will notify the child's parents and/guardians or emergency contact that the child has left the premises.

TRAVELLING BY BUS

The Transportation of Children Policy must be followed at all times.

- When hiring a bus, a vehicle with seat belts is always requested, and children are reminded and expected to stay in their seats at all times.
- If travelling by bus, the Planning Team will complete a risk assessment that will include:
  - If the bus will have seat belts;
  - Who will cover the cost of the bus;
  - If an additional bus is required, how the Service will meet ratio requirements; and › The planned route to and from the destination.
- The driver must be aged over 25 years.
- Children are not to be left in the sole care and custody of bus drivers or others.
- Children are not left unsupervised in vehicles.
- Contracted bus operators will be required to;
  - The driver holds a current drivers license with appropriate conditions;
  - The driver operates the vehicle in accordance with The Road Rules of each Australian state and Territory;
  - The vehicle has a current registration and is insured;
  - The vehicle is not driven in an unsafe or damaged condition; and
  - The vehicle is kept in a roadworthy condition as determined by The Road Rules of each Australian state and territory.
- A transport timetable detailing bus pickup and drop off times are provided to Team Members and to families prior to the commencement of the excursion.

In the event the bus breaks down:

1. Coordinator/Director of Service of Service contacts the planning team
2. The planning team will work with the bus company to arrange alternative transport for the children and staff. If the breakdown occurs on route to the excursion venue, they will contact the venue.
3. The planning team will notify the Customer Service team advising them of the situation. The Customer Service team will arrange for an SMS and/or call to families if there is a delay in returning to the venue.

WALKING

- While TeamKids promotes road safety in discussions with families and children, excursions also provide children with the opportunity to practice walking safely with adults in real traffic environments.
- If walking, the Planning team will complete a risk assessment that will include provision for safety in the community, including road safety.
- When walking during outings, Educators will talk to children about traffic and road safety, including:
  - What they are doing when they cross the road;
  - Why they have stopped at the curb;
  - What they are looking for when they are crossing the road;
  - What sounds they are listening for when they are crossing the road;
  - When it is safe to cross the road; and
  - Why they have to keep checking until they're safely on the other side.
- A timetable detailing proposed departure and arrival times is provided to Team Members and families prior to the commencement of the excursion.

REFERENCES:

ACECQA National Quality Framework Resource Kit (2012)
Quality Area 2 – Children's Health and Safety
Education and Care Services National Regulations (2011). R168, 100, 101 & 102.

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