Conducting an Excursion Procedure

This procedure should be read in conjunction with the 'Educational Program and Practice Policy'

Planning an excursion

1. Before conducting an excursion a risk assessment will be completed and all staff attending the excursion will review the risks and control measures identified. This risk assessment will be made available to families upon request.

2. Parents will be notified of all relevant details of the excursion including destination, method of travel, times of departure and return, number of Educators attending, and any special items children are required to bring.

3. Parents are required to sign an authorisation for their child to attend the excursion.

Staffing and Supervision

1. When considering staffing, the risk assessments will guide the number of Educators needed to attend the excursion based on the risks associated with the activities to ensure adequate supervision is provided.

2. A Supervisor will attend all excursions and there will be adequate First Aid trained Educators accompanying.

3. Rolls will be marked regularly throughout the excursion including when boarding the bus, changing locations or leaving a venue.

4. Educators responsible for a small group should be constantly aware of the whereabouts of the children in their care by conducting frequent head counts.

What to take on the excursion

1. The risk assessment will detail all the things that must be taken on an excursion. This list will be specific for each excursion and the Supervisor will be responsible for ensuring it all gets packed.

2. The Supervisor will have a list of the children on the excursion and a copy of the emergency contact details of the families.

3. A First Aid Kit with Asthma puffer and EpiPen will always be taken on the excursion. Additional first aid kits may be taken if the group is going to be splitting up into smaller groups for long periods of time, this will be decided in the risk assessment.

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