# Excursion Procedure

See also Transport Procedure Excursions if transport involved.

**Before excursion**

* If you haven’t organised excursions very often start with something small ie walk to the park with a small number of children
	+ consider children’s interests
	+ ask families and educators for suggestions/contacts they may have
	+ consider whether visiting families at their work is a possibility
	+ make contact with local organisations
* Pick a suitable venue
	+ Educators (and Nominated Supervisor if required) visit venue and take note of any issues that may need to be addressed in risk assessment and opportunities venue provides for learning
* Nominated Supervisor makes sure excursion meets the requirements/exclusions in service public liability insurance
* Educators or Nominated Supervisor completes written risk assessment before excursion and manages identified risks.
	+ Risk assessments are required for excursions that are regular outings if a risk assessment has not been conducted within the last 12 months of the excursion date. Regular outings are walks, drives or trips to places that we visit regularly and which have substantially the same risks
	+ Educators may conduct risk assessments if they have experience conducting excursions. The Nominated Supervisor must check these
* If risk assessment satisfactory, Nominated Supervisor or educators give parents/guardians at least 48 hours notice of excursion. This notice period will generally be at least two weeks.
	+ No notice is required if parents/guardians have already signed written authorisation for a regular outing and the circumstances and risks are substantially the same
* Educators or Nominated Supervisor get written authorisation for excursion from all parents/guardians whose children are attending before each excursion (only required once every 12 months if regular outing)
* Educators complete Excursion Checklist before excursion which includes:
	+ at least one educator attending has current first aid/asthma/anaphylaxis qualifications
	+ they have a first aid kit and charged mobile phone
	+ they have current list of children attending and their current emergency contacts
* Discuss what is happening on excursion and behaviour required with children

**Leaving Service**

* Look at each child and check name off roll
* Do a head count and ensure number matches number of children on roll
* If a child is present but not named on the roll or vice versa, confirm arrangements for the day with service/parent before leaving and update roll
* If extra adults are attending (eg parent helpers)
* give adult list of any specific children they are supervising
* clearly outline their responsibilities

**Enroute to and at destination**

Supervise children

* never leave children unattended
* if child gets sick or hurts themselves during trip
	+ if medical emergency ring ambulance on 000 and follow all instructions until ambulance arrives, otherwise apply appropriate first aid
	+ ring parents/guardians and advise they will need to collect child from destination (eg service) or they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
	+ complete incident, injury form
	+ notify regulatory authority if required.
* complete medication record if medication administered to child during excursion

**Leaving destination**

* check name off roll and do a head count prior to leaving (must match number of children on roll and number counted when leaving service)
* if child is missing immediately conduct search for child at destination. If child can’t be located immediately call parents/guardians, and police on 000 and follow any instructions

**Arriving back at Service**

* look at each child, check name off roll and do a head count
* implement activities at the service to extend learning from excursion
* Nominated Supervisor and educators evaluate success of excursion and implement any measures to improve safety or learning
* Nominated Supervisor updates QIP with any improvements.