



Excursion Policy

The Nominated Supervisor or educators will:

- complete a risk assessment before an excursion covering criteria which include proposed activities, duration, route and destination (including any water hazards), educator to child ratios and need for additional volunteer assistance (eg parents), mode of transport, child restraint/seat belt requirements and process for ensuring children get on/off transport safely, and children's health/medical needs
 - risk assessments are only required for 'regular outings' if one hasn't been written within the last 12 months of the excursion date. Regular outings are walks, drives or trips to places that children visit regularly and which have substantially the same risks each time
- ensure parents authorise their child going on the excursion *before* the excursion (unless it's a 'regular outing' and parents have authorised within the last 12 months). The authorisation must include, for example, the excursion date, or if 'regular outing' a description of when the child will be taken on the outings, destination, proposed activities and duration, type of transport (if any), child restraint/seat belt requirements, expected number of children, educator to child ratios, and number of extra adults attending, items child should bring and advice risk assessment is available at service
- update risk assessments for regular outings and obtain new authorisations when circumstances change
- always implement the Excursion Procedure to eliminate/minimise risks. In addition to above this includes completing checklist before excursion, process for checking rolls and doing headcounts when leaving service and destination, and process if child is ill/injured during excursion.

Do you have any feedback or comments about this policy? Please include below.

Educator's Name	Educator's Signature