Excursion and Routine Outing Policy

1. INTRODUCTION

To ensure that all LIFE SKILLS & ADVENTURES excursions and routine outings are conducted in a manner that issafe and without risks to all Camp Leaders/Carers and participants whilst still offering value in accordance with relevant requirements.

2. POLICY

EXCURISIONS

Pre planning

Planning must be undertaken prior to any LIFE SKILLS & ADVENTURES excursion. The planning process must ensure the following:

1. Excursions maximise both children's developmental experiences and their safety.
2. Reflect the age, capability and developmental interests of all the children.
3. Ensure adequate supervision in accordance with licensing requirements and consider any additional needs for individual children.
4. Cater to possible changes in weather e.g. rain, very high or low temperatures.
5. Cater to possible last minute cancellations due to unforeseen circumstances.
6. Consideration given to the cost of excursion and if within the budget of the program.
7. All excursions must be approved by a Company Director prior to being organised and booked.

Determining excursion location suitability

1. The Company Director(s)must make a determination as to whether the venue is suitable and does not pose a risk to the staff and children in attendance.
2. LIFE SKILLS & ADVENTURES will not engage in any activities where there is an unacceptable level of risk to any person.

Staff Responsibilities:

A designated supervisor in charge must be identified as having overall responsibility for coordinating the excursion. They will ensure:

1. There is no significant deviation from the excursion itinerary and timetable.
2. Children have all specific clothing and equipment needs prior to departure.
3. They carry a list of all children on the excursion and their emergency contact numbers.
4. They carry a list of all staff members on the excursion.
5. They leave original copies of the children's enrolment forms at the service. Enrolment forms contain medical information about the child, emergency contact details.
6. They carry a mobile phone with emergency contact numbers for the Company Directors of LIFE SKILLS & ADVENTURES.
7. They re-confirm any transport arrangements prior to the excursion.

8. The senior staff person is the designated First Aid Officer and is clearly identified for the excursion.
9. A full First Aid Kit is carried on all excursions by the First Aid Officer. All other staff must carry or have ready access to a first aid pack including gloves, tissues, first aid forms, band aids, pen and paper.
10. The First Aid Officer must ensure that first aid procedures are documented.
11. Emergency information is carried for each child including allergies, medication, and contact numbers.
12. If any child has a Medical Action plan, then these and their medications are to be carried on the excursion. Eg: If diagnosed with anaphylaxis, their action plan and Epipen/Anapen must be taken on the excursion.
13. If there are prescribed medication requirements that will occur during the excursion then the medication and authority to give medication forms must be carried by the staff member responsible for caring for that particular child.
14. Any child with specific dietary requirements is catered for or requested to bring their own food.
15. Children have access to drinking water whilst on the excursion.
16. All staff are fully informed of all details relating to the excursion, prior to commencement.

Before Heading Out on the Excursion:

1. Designated senior staff person to delegate staff to call rolls to confirm children's attendance.
2. Senior staff person responsible for arranging children into groups and nominating a staff person to look after each group.
3. All children are to be split into appropriate group sizes as per the staff ratio for the relevant activity/excursion. Staff members are to stay with their group at all times. If a child is required to change groups during the day, staff members need to document this inwriting on their excursion group roll. Please note, some children may require ratios of 1 to 1…staff will be informed if this is the case for a particular child.
4. A designated senior staff person will need to ensure that staff conduct and record head counts throughout the day. Staff are responsible for the supervision of their own group of children, and not the entire excursion group.
5. A designated senior staff person to call roll and account for all staff before leaving the venue.
6. Appropriate equipment and materials to be collected and checked prior to leaving.
7. If travelling by public transport children to board group by group with their designated staff person, whilst being counted by another staff person. A final count or roll call to be conducted once everyone is on the bus.
8. Prior to departure staff will discuss with children expectations of behaviour on the excursion and what to do if they are separated from the group.

Supervision on Excursions

1. The Senior Staff Person or delegated program leader for that day must ensure as a minimum hourly group rolls are completed and documented. The delegated program leader, in addition to hourly roll counts, must ensure, no child is to board/disembark public or private transport, enter/leave a venue, transfer or move from one activity to another, until the group rolls have been completed.
2. Head counts will be taken at least every 30 minutes and roll calls must be taken at key times throughout the excursion where children are moving from one location to another e.g. prior to boarding the bus, once on the bus, assembling at the excursion venue, walking to the meal break area. Head counts and roll calls must be more frequent in greater risk situations such as venues with crowds. Utilise an excursion roll for excursion sign in out sheets that permit this documentation.
3. Children are to be assembled in small groups prior to boarding transport.
4. Identification tags must be worn by all children attending the camp program. The identification tag will ensure the organisation is contacted in the event of a missing child being found by a member of the community, reducing response time and improving capacity for retrieval of the child.
5. When moving in small groups between locations or activities within an excursion venue the leader should ensure they can constantly see all members of their group. For example, they should walk towards the rear of their group of 5, hence keeping all children in sight. The group of five should remain close together, constantly within easy voice control.
6. During the excursion children to be given clear rules and boundaries.
7. Children to stay with their group and group leader at all times.
8. All staff and others responsible for supervising children must stay in close proximity to the activity of the children at all times.
9. Staff: child ratios for all excursions will be as specified under the Children's Services Regulations 2009, regulation 54 and the Education and Care National regulations. This requires 1 Diploma Qualified staff member for every 30 children or fraction of that number. The requirement for Diploma Qualified staff is the same for both excursions and programs conducted within the Children's service.
10. LIFE SKILLS & ADVENTURES Policy requires a child staff ratio to be based on risk assessments and meet the minimum requirements as determined in the Education and Care National Regulations. LIFE SKILLS & ADVENTURES excursion staff ratios may vary between 1:1 and 1:5 based on the individual undertaken risk assessment, however for specific children with higher needs there will be a 1: 1 child staff ratio.
11. In the event of a missing child the senior staff person shall delegate a staff member to carry out a search of the area. If a child cannot be immediately located, the Director is to be informed immediately.

Conclusion of the excursion

1. A Delegated senior staff person to organise all children and staff together for roll call. If it is impractical for an entier group roll call to be permitted, each staff member will conduct a recorded roll call of their own group for which they are immediately accountable.
2. If a child is missing, senior staff person to instruct another staff person to conduct a search.
3. If a child cannot be immediately located, the Director to be informed immediately. Emergency services will be contacted and families notified if a staff search does not end in locating the child.
4. If all children are accounted for, the group will proceed to exit the excursion facility and enter the bus/mode of transport.
5. All children will then be counted on to the transport as they are boarding the bus/vehicle.

6. Prior to the bus departing a final roll call will be taken before departure.
7. The delegated senior staff member to ensure all children get off at the correct destination and walk with their group leader back into the service.
8. All medication should be replaced in the designated location immediately upon approval back at the Camp.
9. Upon arrival back at the camp, a final excursion roll call must be taken.
10. Senior staff member to collect any documentation relating to the excursion (first aid reports,actions plans, head check documentation) and file accordingly.

4. RELATED LEGISLATION, REGULATIONS

Education and Care Services National Regulations (2011)

Division 6—Collection of children from premises and excursions

99 Children leaving the education and care service premises
100 Risk assessments must be conducted before excursion
101 Conduct of risk assessment for excursion
102 Authorisation for excursions

5. RELATED STANDARDS or GUIDELINES/PROTOCOLS

Extreme Heat Policy
Water Safety in Children's Services Policy
Arrival and Departure in Children's Services Policy
Orientation and Enrolment in Children's Services Policy

6. SCOPE & PURPOSE

This policy applies to all employees, volunteers and contractors of LIFE SKILLS & ADVENTURES.

7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy

8. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' commentswhere practical.