SECTION 1
CHILDREN'S PROGRAM POLICIES

1.5 Excursion Policy

Introduction:
The Gums Childcare Centre believes that excursions are an integral part of a child's development; therefore, children are often taken on outings. There are two types of excursions, local excursions, and once off excursions.

Aims:
1. To ensure that children experience the broader community outside The Gums Childcare Centre.
2. To provide variation to the child's day in the Centre.
3. To provide an opportunity to supplement the program with new and different learning experiences.
4. To provide positive interactions with the local and wider community.
5. To ensure the optimal level of safety for children on all excursions.

Process:
Local Excursion
Local excursions are outings that happen on a regular basis. Parents/guardians will be asked to sign a consent form for Educators to take children on local excursions as part of the Centre's program. Consent forms must have required information as stated in Regulation 102 of the Education and Care Services National Regulations. These consent forms are to be filled out on an annual basis and stored in the child's file. An annual risk assessment (on file) should be completed by Educators in applicable room for local excursions and a copy given to the office for filing.

Once off Excursion
Once off excursions require Parent/guardian's written consent each time an excursion is planned. Consent forms must have required information as stated in Regulation 102 of the Education and Care Services National Regulations A risk assessment (on file) should be completed for each once off excursion by Educators in applicable room and a copy given to the office for filing.

Parents will be invited and encouraged to attend excursions whenever possible.

Health and Safety Requirements
The Gums Childcare Centre will address appropriate safety requirements regarding Educators/child ratios, type of activity, significant hazard, age of children and transport as part of a risk assessment as in accordance with Regulation 101 of the Education and Care Services National Regulations.

There must be at least one staff member with an approved first aid qualification, which includes asthma and anaphylaxis present on every excursion. When children are on an excursion they must have access to drinks, and food must be consistent with the centre's food policy.

A list of children attending the excursion and their emergency contacts will be taken on the excursion. In the event of an emergency The Gums will be contacted to assist with contacting parents.

Each Educator will be asked to take their personal mobile phones on both local excursions and once off excursions, in case of an emergency or if they become detached from the rest of the group. Phone calls, messages or emails that do not relate to The Gums Childcare Centre may not be taken while on excursion. Mobile phones must be stored while on excursion in a phone bag, and be either worn or carried by each individual.

Educator Ratios
A risk assessment form will be used to decide the minimum number of adults accompanying any excursions. Once normal staff: child ratios are met, other required adults may be parents or volunteers over 18 years of age.

Transport
A bus with seat belts will be used where possible.

Parent Information
Parents are encouraged to allow children to participate in excursions. However, every effort to make alternative arrangements will be made for children not participating. Parents are requested not to send their child on an excursion if they display signs of being unwell. Parents must be advised of and provide appropriate clothing and footwear.

Relates to Quality Area 1: Education program and practice, standards 1.1, 1.2, National law section 165, 167, National Regulations 76, 99-102

Relates to Quality Area 2: Children's Health and Safety, standards 2.3, National law section 165, 167, National Regulations 76, 99-102