**Excursion, incursion and regular outings** **procedure**

**Purpose**

This procedure describes how Toowoomba Catholic Kindergarten and Care services (TCKC) are to plan for and make decisions about excursions and incursions.

**To whom it applies**

This procedure applies to all TCKC staff, parents, visitors and children.

**Related policies**

TCKC Work Health and Safety policy

**Definitions**

**Excursion**

An outing organised by a TCKC service that leaves the service’s premises.

**Regular outing**

An excursion

1. that the service undertakes regularly as part of its education program
2. where the circumstances relevant to the risk assessment are substantially the same on each outing.

**Incursion**

The engagement of an external party to provide an activity or event on the service’s premises.

**Procedure**

1. Prior to excursions, incursions and regular outings
	1. The excursion, incursion and regular outing should be linked to the programming and practice of the service with the age of the children, their interests and abilities considered.
	2. A risk management plan is to be completed by the Kindergarten Director/OSHC Coordinator and submitted to the Senior Manager: Kindergartens and Care for approval.
	3. The risk management plan for an excursion or regular outing must include
2. the proposed route and destination
3. any water hazards and risks associated with water-based activities
4. the transport to and from the proposed destination
5. the number of adults and children involved
6. the number of TCKC staff or other responsible adults that is appropriate to supervision and whether any adults with specialised skills are required eg first aid, life-saving skills
7. the proposed activities
8. the duration of the excursion, incursion or regular outing
9. a list of items that should be taken eg mobile phone, emergency contacts.
	1. The Kindergarten Director/OSHC Coordinator is to contact the intended venue for excursions and regular outings and perform a risk assessment that includes but is not limited to
10. suitability of toilets
11. hand washing facilities
12. disabled access
13. equipment.

**Please note:** A risk management plan and risk assessment for regular outings is only required once every 12 months.

* 1. Authorisation must be gathered from parents/carers with a parent/carer permission form including the
1. child’s name
2. reason the child is to be taken outside the premises
3. date the child is to be taken (for regular outings specify days)
4. departure and return times
5. description of the proposed destination
6. method of transport to be used
7. proposed activities to be undertaken by the child
8. period the child will be away from the premises
9. anticipated number of children likely to attend
10. anticipated ratio of TCKC staff attending to the anticipated number of children attending
11. anticipated number of staff members and any other adults who will accompany and supervise the children
12. availability of the risk management plan is made known to parents/carers that it is at the service

**Please note:** Authorisation is only required to be obtained once in a 12 month period if a regular outing eg visit the library.

* 1. Alternative arrangements must be planned in case of changed weather conditions.
	2. The excursion, incursion and regular outing checklist will be completed prior.
1. During the excursion, incursion or regular outing
	1. TCKC staff are responsible for ensuring the following items are readily accessible on the excursion, incursion or regular outing
2. medications, medical authorisation forms, medical management/action plans and risk minimisation plans
3. first aid kit
4. attendance record
5. emergency contact numbers
6. mobile phone and walkie talkie (as appropriate)
7. camera or iPad to record the children’s experiences.
	1. Head counts must be made at regular intervals and when moving from one area to another.
	2. TCKC staff will supervise the children at all times and including when in the toilets.
	3. TCKC staff will ensure the environment is safe for use before allowing children to access it.
	4. TCKC staff to child ratios will be maintained at all times.
	5. Sun Smart requirements are to be enforced.
	6. Children are to have access to drinking water at all times.
	7. In the event of an accident and injury occurring the Incident, injury, trauma and illness procedure and/or the First aid and management of medical conditions procedure is to be followed.
8. After the excursion, incursion or regular outing
	1. TCKC staff will review, evaluate and assess the learning outcomes achieved.
9. Transport
	1. Employees should not drive a child in their car unless they have specific permission from the parent/carer and Kindergarten Director/OSHC Coordinator.
	2. All vehicles must be registered in Queensland.
	3. Drivers are to be licensed to carry the required number of passengers for the purpose.
	4. Seat belts are to be worn, age appropriate child restraints are to be used and other safety precautions will be followed.
	5. TCKC staff will be responsible for the children at all times and required ratios will be applied.
	6. Bus drivers are not responsible for the children.
	7. In the event of an accident and injury occurring during transporting the children, then the Incident, injury, trauma and illness procedure and/or First aid and management of medical conditions procedure is to be followed.
	8. While waiting for a replacement of transport, the children will be kept safe, comfortable and occupied.
	9. The Kindergarten Director/OSHC Coordinator are to contact parents/carers in the event of an accident, injury or change to transport arrangements/times.
10. **Vacation Care**
	1. All risk management plans and risk assessments for excursions, regular outings and incursions are to be completed prior to the holidays in which they are to occur.
	2. Vacation Care programs that include excursions are to be made available at least two weeks prior to the holidays.

**Version control and change history**

**Effective date**

1/01/2020

**Review date**

1/01/2023