



# MSS & WAABINY OSHC EXCURSION AND TRANSPORT POLICY



## PURPOSE

Excursions can be considered to be a part of the children's program and can be arranged accordingly to provide a broad range of learning experiences for children, including opportunities for children to expand their understanding of the arts i.e. theatre, music, dance, drama, art exhibitions etc. and to strengthen their connections with and understanding of their community.

## SCOPE

All people involved in planning and providing excursion and/or transport at Montessori Stepping Stones (MSS) – including children, families, educators and employees who assist in the continuous improvement and implementation of relating quality practices.

## DESCRIPTION/GENERAL

Conducting excursions or inviting visitors to MSS can build valuable links between MSS and the community, particularly when these are more than one off experiences. Linking excursions and visits to other experiences for children reinforces children's learning outcomes and strengthens their connections with, and understanding of their community.

The Education and Care Services National Law (WA) Act 2012 requires that approved provider/educator/coordinators take reasonable care to protect children from foreseeable risk of harm, injury and illness. Extra diligence is required by educators/employees to ensure children are closely supervised during excursions. The regulations require that services conduct a risk assessment for each excursion undertaken by the service.

Traffic related injuries remain one of the leading preventable causes of death or serious injury for young children. The most critical times of the day for road safety in education and care services occur during children's arrival and departure times. MSS will promote road safety in discussions with families and children. Excursions provide young children with the opportunity to practice walking safely with adults in real traffic environments.

## LEGISLATION AND GOVERNMENT REQUIREMENTS

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Education and Care Services National (WA) Law Act 2012
- Education and Care Services National (WA) Regulations 2012

## CHILDREN'S NEEDS

Safe stimulating environment in which to play and learn with a wide range of experiences. Safety whilst travelling in a vehicle, or on excursion outside the education and care setting.

Page	1	Review Date:	27/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P20 Excursion & Transport.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



# MSS & WAABINY OSHC EXCURSION AND TRANSPORT POLICY



## FAMILIES' NEEDS

Reassurance that safety standards are maintained and their children's safety is assured when on outings/excursions or being transported by the service for any other reason. To be fully informed about their child's excursions and able to withdraw their child from an excursion if they wish.

## EDUCATOR/EMPLOYEES NEEDS

Clear guidelines for excursions and appropriate educator to child ratios with support from families. Excursions to complement children's learning programs with adequate staffing levels to transport or escort children safely. Clear procedures for transporting children and close liaison with bus drivers. Have full family cooperation regarding children's attendance and behaviour whilst travelling.

## MANAGEMENT NEEDS

To ensure parental permission is obtained in writing and excursions are conducted safely, and in accordance with legislative requirements with reliable transport systems.

## EXCURSIONS

On excursions from MSS's premises children will at all times be under the supervision of a responsible educator. The nominated supervisor will appoint a person in charge for each outing.

The educator to child ratios will be maintained in accordance with the Education and Care Services National (WA) Regulations 2012. Additional responsible adults may accompany children on an excursion. In determining the required adult to child ratio for each outing the following will be considered:

- the age and abilities of the children
- the destination and length of the excursion
- the methods of transport
- the previous experience of the accompanying adults
- the type of activities

The nominated supervisor/educator will complete an excursion plan which includes a risk assessment for each excursion that will identify and assess risks that the excursion may pose to the health and safety or wellbeing of any child, and will specify how identified risks will be managed and minimised. The assessment will consider:

- the proposed route and destination
- transport to and from the destination
- proposed times of departure and return

Page	2	Review Date:	27/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P20 Excursion & Transport.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



## MSS & WAABINY OSHC EXCURSION AND TRANSPORT POLICY



- the number of adults and children involved
- the educator to child ratio required under regulations
- an assessment on whether additional responsible adults are required to provide appropriate supervision
- any water hazards
- the proposed activities
- items that should be taken on the excursion i.e. mobile phone; emergency contact list, portable first aid kit etc.
- contingencies for possible changes in weather and temperature
- sufficient shaded areas for protection from the sun
- safety measures and emergency plans

The emergency plan will identify who will deal with the emergency, who will supervise the remaining children, how parents will be contacted, and how children will be returned to the service in the event of an emergency.

All excursions will be publicised to all parents/guardians with full details of destination, times of departure and return, educators and volunteers attending, any special items children are required to bring. There will be no change to the publicised itinerary unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of the children.

Children may be taken on regular outings within the community. These outings may be a walk, or a trip to a destination that MSS may wish to regularly visit as part of its education program. On these outings, depending on their age, children will be restrained where appropriate in a pram or stroller, or by other suitable means. The parent/guardian or other authorised person's authorisation for this type of outing is only required once in every 12 month period, provided that the circumstances relevant to the risk assessment are the same in each outing.

On walking outings educators will talk to young children about traffic and road safety including:

- what they are doing when they cross the road
- why they've stopped at the kerb
- what they're looking for when crossing the road
- what sounds they're listening for when crossing the road
- when it is safe to cross
- why they have to keep checking until they're safely on the other side

Page	3	Review Date:	27/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P20 Excursion & Transport.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



## MSS & WAABINY OSHC EXCURSION AND TRANSPORT POLICY



Written permission will be obtained from families whose children are participating in the excursion. The parent/guardian or other authorised person's signed Parent/Guardian Excursion Authority will include:

- the child's name
- the reason the child is being taken outside the premises
- the date of the excursion
- description of the proposed destination
- method of transport
- proposed activities to be undertaken by the child during the excursion
- period the child will be away from the premises
- number of children going on the excursion
- ratio of educators to children on the excursion
- number of other employees and responsible adults who will supervise children on the excursion, and that a risk assessment has been prepared and is available at the service.

The educator in charge of the excursion will have a list of the children on the excursion and the emergency contact details that have been provided by families on the Parent/Guardian Excursion Authority.

The educator in charge of the excursion will have a mobile telephone, which is turned on, and on which he/she may be contacted at all times during the excursion.

Guidelines for each excursion will ensure all adults attending the excursion are advised of their responsibilities which will include:

- advising the educator in charge of the excursion immediately of any incident, emergency or identified risk
- remaining calm in the event of an emergency and signalling for immediate assistance, including what signals will be used
- the name of the person who will have charge of the First Aid Kit during the excursion, and which educators are qualified to administer first aid
- ensuring the children they are assigned stay with them at all times
- making regular head-counts of the children they are supervising in order to account for children at all times

Page	4	Review Date:	27/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P20 Excursion & Transport.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



# MSS & WAABINY OSHC

## EXCURSION AND TRANSPORT POLICY



Where children are taken on an excursion that is close to a body of water additional adult supervision will be organised to ensure children's safety. Direct and constant supervision is required at all times that the children are in or near water. Educators/employees will have constant visual contact and be in close proximity to all children at all times.

Adult volunteers may be used to augment adult to child ratios on outings. Family members may be invited to assist in this regard.

Adult volunteers should be in possession of a Working with Children Check or be able to produce a form confirming their application for one.

A fully equipped and properly maintained First Aid Kit will be taken on all excursions from the premises.

Alternative arrangements will be made for children not participating in outings.

Parents/guardians are requested not to send their child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.

Educators will strictly follow the services excursion guidelines.

A record of each excursion will be retained for a minimum of 3 months, and will include:

- name of each enrolled child that attended
- parent/guardian authorisations
- destination, times of departure and return
- copy of the risk assessment

### MOTOR VEHICLE TRANSPORT

Children will not be transported in a motor vehicle without the written authorisation of the parent/guardian of the child.

Pre-school age children will be walked to and from the vehicle in groups of no more than 4 children and carefully supervised by educator. Educators will be aware of the possible dangers and risks involved in escorting children to and from vehicles, and will take appropriate precautions including being watchful and alerting the children to the dangers.

School age children will be required to walk in an orderly manner to and from the vehicle under the supervision of an educator who will ensure a safe route is chosen. Educators will be aware of the possible dangers and risks involved in escorting children to and from vehicles, and will take appropriate precautions including being watchful and alerting the children to the dangers.

Children travelling in a private vehicle that is fitted with seat belts must be restrained by a seat belt or safety capsule at all times in compliance with relevant WA state laws.

Page	5	Review Date:	27/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P20 Excursion & Transport.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



# MSS & WAABINY OSHC

## EXCURSION AND TRANSPORT POLICY



Children travelling on a bus will be required to remain seated at all times the vehicle is in motion and use seatbelts if they are fitted.

Appropriate educator to child ratios will be maintained during journeys in vehicles. Additional adult supervisors may be included depending on the developmental or other needs of the group.

MSS will develop behaviour rules for the collection and transport of children. School age children will be involved in the development of these rules, which will focus on safety issues and courtesy to other travellers and the driver. Unacceptable behaviour will be dealt with immediately by a supervising educator. Reoccurring behaviour management issues will be dealt with in accordance with the Behaviour Management (positive Guidance) policy.

Educators who supervise children in the vehicle will involve them in activities that will encourage compliance with the behaviour rules, and make the journey a pleasant experience for all.

### COLLECTING CHILDREN FROM SCHOOL

Children who are walked from school to MSS' premises will meet the educator at the school (rooms) or at the dedicated meeting point. All children will be required to walk together with the educator to the MSS' premises.

MSS has negotiated with Mater Christi and Divine Mercy safe, supervised pick-up points for children awaiting a walk back to MSS. Contingencies will be established for wet weather if applicable.

On early or service closing days, families will be contacted to organise necessary arrangements at least one week prior so that they can communicate with their children what will happen.

All children must be waiting at the pick-up room and/or point at the arranged arrival time, and be prepared to walk back to MSS. We will make every effort to ensure the educator arrives to collect the children at the allocated time, although there may be instances when this unavoidably late.

Families are responsible to liaise with school as well as MSS to ensure their children know where the pick-up point is, and that they must be there on time, and MSS educators make reasonable efforts to ensure the children back in time.

All attempts will be made to locate children missing from the pick-up point, with consideration given to children waiting, the age of children and weather conditions.

If a child is missing at the pick-up point, the educator will follow the MSS.OP31 Late Collection procedure.

### TAKING CHILDREN TO SCHOOL

MSS will provide full details of the educators/employees (Working with Children Check and the qualifications of educators/employees) who take children to school.

Families are responsible to liaise with MSS educators to ensure their children are signed-in and arrive ready on time to be brought over to school.

Page	6	Review Date:	27/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P20 Excursion & Transport.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



# MSS & WAABINY OSHC EXCURSION AND TRANSPORT POLICY



## ENGAGING THE SERVICES OF TRANSPORT PROVIDERS AND VOLUNTEER DRIVERS

Volunteer drivers or contracted bus operators will be required to sign a written agreement detailing the responsibilities and requirements of their contract to transport children for the service.

Volunteer drivers are held to the same standards as early childhood education employees, and will be subject to the following checks including WWCC, National Records Check, and First Aid qualifications.

Volunteer drivers will be advised of all relevant insurance requirements and will be required to meet all conditions set out in the Third Party Policy issued in conjunction with the Motor Vehicle License, thus ensuring both driver and passengers are covered by appropriate insurance: i.e. The vehicle has a current licence, or registration, and is insured

The volunteer or contracted driver must ensure that:

- The vehicle is not used for any purpose other than stated by the owner when applying for the licence
- The vehicle is not driven in an unsafe or damaged condition
- The vehicle is not driven by a person without the correct and current driving licence for the vehicle, or who is under the influence of intoxicating liquor
- The owner ensures the vehicle is kept in a roadworthy condition under the regulations of the relevant state or territory Transport Licensing Department

## USING PUBLIC TRANSPORT

Journeys by public transport will be carefully planned ahead of time, so that appropriate additional staff and/or bookings can be arranged, to ensure children's safety and comfort during the journey.

Children will be given clear guidelines in regard to expected behaviour during the journey, including the need to stay in their group and follow the instructions of their group supervisor at all times.

Each supervising adult will be given responsibility for a group of children during the journey, and will sit with and supervise that group for the duration of the journey, including walking to and from the vehicle.

## PROCEDURES FOR BREAKDOWN, ACCIDENT OR OTHER EMERGENCY

Should the vehicle in which the children are passengers break down, or become involved in an accident or other emergency, the educator in charge will:

- assess the danger
- assess the safest place for the children to wait for a replacement vehicle, or for repairs to be carried out

Page	7	Review Date:	27/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P20 Excursion & Transport.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			



## MSS & WAABINY OSHC EXCURSION AND TRANSPORT POLICY



- call an ambulance and/or administer first aid if required
- contact MSS to advise them of the situation

Page	8	Review Date:	27/11/2019
P:\Centre Operation\MSS - New 2015\01 Policies\Word\MSS.P20 Excursion & Transport.Docx			
Hard copies are uncontrolled, refer to P:\Centre Operation for current controlled copy			