



## **Bush Excursion Policy**

### **Rationale:**

To utilise the neighbouring bush to the Centre through regular excursions, enhancing the children's physical, social, spiritual and cognitive well being.

### **Objectives:**

- To ensure safety is maintained whilst in the bush.
- To ensure additional staff/adults are able to cope with events which may arise in the bush as it can be a potentially unsafe or unfamiliar environment.
- To ensure consideration is given to risks of the bush and supervisory requirements are met to eliminate, minimise, or isolate them.
- To ensure parents are aware and approve of the planned supervision.

### **Procedures:**

1. Consideration of risks involved must be given before the excursion to the bush is carried out to ensure children's safety. This is included in the records of excursions to the bush. It must detail the time, date, destination, planned activities, all expected risks and staff and children involved.
2. The excursion record also determines an appropriate supervision ratio of adults to children. The final ratio will consider age and risk.
3. If there has been bad weather a staff member must carry out a hazard inspection of the intended area of the bush before children leave for the excursion to ensure there are no unexpected risks.
4. As a bush excursion is a Walking Excursion permission is given on enrolment.
5. All excursions to the bush will be led by a person responsible, i.e. a registered teacher.
6. At the time of the excursion a person responsible will remain at the Centre with appropriate numbers of staff to meet ratio requirements.
7. A staff member with a current First Aid Certificate will accompany the group into the bush. This person shall carry a backpack containing a First Aid Kit, any individual medication for children, a change of clothes, wipes and water.
8. A mobile phone will be carried by the group for use of emergency or general contact.
9. The person responsible will carry a copy of the excursion form, so a roll call can be taken upon leaving the Centre, on arrival, at meal times, upon

departure and on arrival back at the centre.

10. The person responsible will ensure the Excursion checklist is completed before departure.
11. If any extra risks are identified or an accident occurs whilst on an excursion a excursion evaluation form must be completed to identify how the risk can be eliminated, isolated or minimised in the future.
12. When walking in the bush one staff member must walk in front of the children and one must walk at the back.
13. All children must be within view of a teacher at all times.
14. The person responsible for the excursion must debrief the children on where and what they are doing in the bush, ensure the children are all toileted before departure and go over the rules of the bush with the children.

### **Behaviour Management in the Bush:**

1. If a child does not follow instructions or warning about inappropriate behaviour, putting themselves or others in danger they must hold a teachers hand.
2. If a child repeatedly does not follow the rules of a bush excursion they will be informed that they do not get to go on their next bush walk.

**Statutory Source:** *Handbook of Contractual Obligations and Undertakings, Early Childhood Services, V1, R27 (3)*