

# Considerations for planning excursions and regular outings

## Intent and purpose for excursion or regular outing

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### **Consider;**

- Where has this idea come from?
- Is it child led, educator led or a combination?
- How does it link to your curriculum and what is your intention for the experience?

## Plan the experience with the team

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### **Consider;**

- Who will go?
- How many children will you take? How many educators and adults will you need?
- Do some children need more support than others?
- Is your expectations and decisions around children's participation ethical and equitable?
- What will it look like on the day?

## Complete risk assessment

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### **Consider;**

- The risks involved and ways to minimise these
- Taking a walk down the actual route you will take before hand
- Any events that may be a risk during this experience (e.g. animals, water, weather, crowds, transport)

## Permission from families

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### **Consider;**

- Collecting permission from families
- Inviting volunteers or families to assist
- What happens to children that do not have parent permission?

## Discussions with children

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### **Consider;**

- How you will prepare children for this experience?
- What conversations are you having?
- How will you empower children to be responsible for their safety and the safety of others?

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## First aid kit and excursion bag

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### Consider;

- What you will need to take?
- Sunscreen, hats, water, food?
- Nappies, gloves, wipes?
- First aid kits?
- Anything else?

## Phone and emergency contact details

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### Consider;

- The emergency contact numbers for the children
- Next of kin details for your co-workers
- How will the service contact you whilst on an excursion?
- The charged phone you will take

## Medical plans

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### Consider;

- Children with medical plans and the medication required
- What you will do if a child required medical attention when you are on an excursion?

## Communicate the plan and be prepared

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### Consider;

- How will you inform your families and team?
- How will you ensure your management team are aware that you are on an excursion?
- Your communication once you return from the excursion

## Implement the excursion or regular outing

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### Consider;

- The preparations needed on the day
- Ways in which educators can remain calm, focused and prepared on the day

## Reflect, evaluate and modify

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### Consider;

- Your reflections and the reflections of others (children, families, co-workers)
- What you would do differently next time?
- What did the children learn? What did you learn?
- How could you further extend this learning experience?