

# Road safety and excursions

An excursion is a great opportunity to build and strengthen connections with the local community and to highlight the Key Road Safety Messages for children and families in a very practical way. It is important for approved providers, nominated supervisors and educators to understand the excursion requirements of the Education and Care Services National Law and Regulations ([www.acecqa.gov.au/National-Law](http://www.acecqa.gov.au/National-Law)), the Road Rules ([www.rms.nsw.gov.au/roads/safety-rules/road-rules/](http://www.rms.nsw.gov.au/roads/safety-rules/road-rules/)) and best practice guidelines ([www.kidsandtraffic.mq.edu.au](http://www.kidsandtraffic.mq.edu.au)).

## Excursion policies and risk assessment procedures ...

A thorough risk assessment must be completed before conducting any excursion. Identify and minimise any hazards and associated risks for the proposed route and destination. The Regulations require you to ensure adequate and effective supervision of children at all times on an excursion. This means planning for educator-to-child ratios that ensure active supervision. It is best practice for every child to have an adult's hand to hold when out and about. *Kids and Traffic* recommend that all services specify this in their excursion policy. Active supervision, including holding children's hands, is an ideal way to minimise risk.



**Remember the best way to minimise risk is to increase supervision.**



## Transporting children in vehicles...

Children must be kept as safe as possible when being transported in vehicles. Ensure you take the following information into account when conducting your risk assessment:

- If the excursion requires transport and the use of vehicles that seat **12 or fewer persons** including the driver, **children younger than seven years of age must be restrained in suitable and approved child restraints or booster seats that are properly fitted to the vehicle and adjusted to fit the child's body correctly** (NSW Road Rules, 2014).
- For vehicles designed to seat **more than 12 persons** it is recommended that **best practice** is followed to transport children safely. Refer to the 'Safe Transport Toolkit' on the *Kids and Traffic* website

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**KIDS and TRAFFIC**

Early Childhood Road Safety Education Program  
In partnership with Transport for NSW and Macquarie University

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**EXCURSION INFORMATION AND PERMISSION NOTE**

Excursion to: Mt Colah Post Office      Excursion date: Wednesday February 4, 2025  
 Estimated departure time: 10:00am      Estimated return time: 11:30am

Reason for the excursion: The children in the Possum Room have drawings and letters to send to Jessica and her family who are travelling around Australia. We've made Jessica a book of photos of her child care friends. While we are walking to and from the post office we'll also talk with the children about the importance of holding hands with a grown-up when walking out and about.

Proposed activities the children will be involved in during the excursion:

- Children will have morning tea before we leave and will be back at the centre in time for lunch.
- We will be walking to and from the post office along the footpath and crossing the road at the lights on the corner of the Pacific Highway and Parklands Ave.
- While we're at the post office office, the manager will talk with the children about what will happen to their letters once they've been posted.

Made of transport: walking

Names of supervising educators proposed to attend the excursion: Louise, Laura, Annabelle (designated qualified First Aid Officers), Caroline, Adrienne and Linda (designated qualified First Aid Officers) - 8 educators

Maximum number of children attending: 12      Age of children attending: 3.5-5yrs  
 Educator to child ratio: 1:2 (to ensure all children are holding an adult's hand)

Contact numbers for the day: 965768867 (Carrie) or 9448647134 (Jocelyn)

\*A risk assessment has been conducted and is on display on the noticeboard above the sign-in table

Please complete and return the following section of this note by Monday, February 3, 2025.

I give permission for my child \_\_\_\_\_ for attend the excursion to Mt Colah Post Office on February 4, 2025.

I have read and understood the excursion note and am aware that a risk assessment is available for me to view at the centre.

Parent/Guardian/Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Your best contact numbers for the day: 1 \_\_\_\_\_ 2 \_\_\_\_\_



## Excursions: an ideal way to share road safety messages with families...

Include information about active supervision and the importance of always holding children's hands in your excursion authorisation notes and in the risk assessment documentation you share with families. Involve families in your road safety education program by inviting them to come along. This is a practical way to share Key Road Safety Messages with families and to practise *Talking Traffic with Kids* together.

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## Creating service-specific road safety education resources ...

Take photos while out and about on excursions and make your own books to document children's learning and engagement. Excursion books provide opportunities for children to revisit their adventures and to connect with the Key Road Safety Messages in a meaningful way.



Sharing your excursion stories with families is also a great way to foster partnerships, highlight children's road safety knowledge and learning and meaningfully engage families in road safety education.



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