



POLICY STATEMENT Children Services Unit

EXCURSION AND REGULAR OUTING

POLICY ADOPTED: 18 February 2014

Policy Objective:

Bland Shire Council Children Services Unit are committed to providing excursions and regular outings that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

Policy Statement:

Excursions and regular outings provide the opportunity to expand a child's experience, explore different environments and learn from new activities. The Children Services Unit are committed to ensuring excursions are conducted in a safe manner and comply with National Regulations.

Statutory Legislation & Considerations:

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011: 100-102D, 168
National Quality Standard 2.2.1

Definitions:

In this policy, 'staff' refers to staff employed by Bland Shire Council Children Services Unit and Educators registered with the Bland/Temora Family Day Care.

An excursion is defined as an activity in which children are taken from the service location, whether being the centre based service location or a Family Day Care home; by an authorised person (Educator) for recreational and educational purposes. An excursion is not part of the regular routine. An example of an excursion is a visit to a zoo or museum. Children are not to participate in an excursion unless appropriate parental or Authorised Nominee written authorisation for the child to participate in the excursion has been given.

A regular outing is an excursion that forms part of the regular routine. An example of a regular outing is a visit to a nearby approved park or to the local library. Written authorisation may be given for a child to participate in regular outings on the service enrolment form. A risk assessment for regular outings is carried out once per 12 month period; provided the circumstances around the regular outing have not changed in any way since the initial risk assessment was conducted. Parental authorisation is required once in a 12 month period, initially via the enrolment form and at the beginning of each subsequent year.

An incursion is defined as an activity delivered by an external provider for recreational and educational purposes in which children remain at the service.

Responsibilities:

The Nominated Supervisor will:

- ensure Educators conduct a Risk Assessment to identify and assess the risk an excursion, incursion or regular outing may pose to the safety, health and wellbeing of any child, specifying how the service will manage any identified risks;
- ensure Risk Assessments remain current for a period of 12 months;
- inform parents at their initial enrolment of the requirements in relation to excursions and regular outings;
- provide documentation that will ensure the service meets legislative requirements in regards to child participation in excursions and regular outings including Risk Assessments and written authorisations;
- provide support to Educators to adhere to regulatory requirements prior to and during excursions and regular outings, and
- ensure excursions, regular outings or incursions are not to a swimming pool or other water related activity where there are significant water hazards (such as rivers, lakes or dams).

Staff will:

- ensure no child is taken on an excursion or regular outing unless appropriate written permission from a parent or Authorised Nominee has been received;
- ensure the excursion or regular outing is reflected in the educational program and based on children's interest;
- conduct a Risk Assessment which identifies and assesses risks that excursions and regular outings may pose on the health and wellbeing of the children outside the service; A Risk Assessment must be carried out *before* parental permission is sought and the activity takes place. Risk Assessments must be made available for parents to view upon request.
- ensure that a suitably equipped and well stocked first aid kit and mobile phone with contact details are taken on all excursions and regular outings and that an Educator with approved first aid qualifications is in attendance.
- consider supervision implications before conducting the excursion or regular outing and ensure children are supervised at all times on excursions and regular outings;
- ensure every reasonable attempt is made to keep children away from areas or persons where alcohol, smoke or drugs have been consumed;
- ensure children are transported in a safe manner in the appropriate child restraints, if applicable. No child in care is to be left unsupervised in a vehicle. The child must not be left in the vehicle with any other person other than the Educator. If a child is left unattended in a vehicle the Educator may be guilty of an offence;
- advise families of any additional costs incurred by the excursion, incursion or regular outing prior to the event;
- make amendments to the original Risk Assessment if the circumstances of an excursion or regular outing have changed, and resubmit for authorisation;
- where practical, if a child is lost on an excursion or regular outing,
 - search the area, notifying venue staff for assistance;
 - if the child remains lost, staff remain with all children whilst notifying the Children Services Unit;
 - Children Services Unit gathers relevant information of the child, seeking assistance from additional Educators to maintain ratio at the venue;
 - Educators at the venue contact relevant emergency personnel and parent;
 - one Educator is to remain at the venue until the child is found or emergency personnel attend;
 - all other children and Educators return to the Service/families as soon as possible;
 - notification to regulatory authorities undertaken as required.

In addition, Family Day Care Educators will:

- complete an excursion proposal form and submit to the Coordination Unit for approval prior to the excursion date;
- submit Risk Assessments to the Coordination Unit at least **48 hours PRIOR to the date of the excursion or regular outing taking place for approval**. The risk assessment must be thoroughly completed;
- advise the Coordination Unit **PRIOR** to taking a child on an excursion or regular outing stating destination, children in care and approximate time of return;
- contact the Coordination Unit for advice if any unforeseen emergencies arise.

Families will:

- read and sign the current enrolment form and regular outing form prior to giving authorisation for children to be taken outside the service;
- be welcome to attend excursions and regular outings but will not be left in sole charge of children in care or considered part of the required Educator to child ratio;

References:

Australian Children’s Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Early Years Learning Framework – Belonging Being Becoming (2009)

My Time Our Place – Framework for School Aged Care in Australia (2019)

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
EDRMS Doc. ID	436945		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
August 2014	0	9.12	
9 October 2018	1		August 2020
9 March 2021	2		March 2023
Related Council Policy / Procedure			
Transport			
Acceptance and Refusal of Authorisation			