

	Excursions and Service Events Policy & Procedure
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Authorisation	General Manager
Expiry Date	Policy to be reviewed Annually
Responsible Officer	Manager Evolve Early Learning & Kindergarten
Policy Owner	Evolve Early Learning & Kindergarten

Policy

Evolve Early Learning & Kindergarten is committed to:

- Providing opportunities, through the educational program, for children to explore and experience the wider environment and broader society
- Ensuring that all Excursions and Service Events are accessible, affordable and contribute to children's learning and development
- Ensuring the health, safety and wellbeing of children at all times, including during Excursions and Service Events
- Providing Adequate Supervision of all children during Excursions and Service Events.

Purpose

Evolve Early Learning & Kindergarten is committed to:

- Planning and conducting safe and appropriate Excursions and Service Events.
- This policy has been adapted from *PolicyWorks* Manual - National Quality Framework released by the Early Learning Association Australia.

Scope

This policy applies to Evolve Early Learning & Kindergarten responsible for the direct education and care of children including offsite excursions and activities

This policy applies to the Approved Provider, Nominated Supervisor, Educators, Staff, Students on placement, Volunteers, Parents/guardians, children and others attending Evolve Early Learning & Kindergarten programs and activities.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

2.2 Safety - Each child is protected

2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2 Incident and emergency management – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Background

- Excursions and Service Events are planned to extend the educational program and further develop the current interests of children.
- “Participating in their communities strengthens children’s sense of identity and wellbeing” (Outcome 2: Children are connected with and contribute to their world, Victorian Early Years Learning and Development Framework – refer to Sources).
- The purpose and educational value of each Excursion or Service Event should be clearly communicated to parents/guardians.
- When planning Excursions and Service Events, it is important to ensure that they are inclusive of all members of the service community. Consideration must be given to any extra costs involved and the ability of families to pay these costs.
- Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*). Clear procedures must be developed and followed, and these should be communicated to parents/guardians.
- A Risk Assessment must be carried out for each Excursion to determine any risks to children’s health, safety or wellbeing before permission is sought from parents/guardians (National Regulations 100 and 101).
- The Risk Assessment must identify each risk and specify how the risk will be managed and/or minimised (National Regulation 101).
- Written authorisation for the child to attend the Excursion must be obtained from a parent/guardian, or person named in the child’s enrolment record who has authorisation to approve, before the child can be taken outside the service premises.
- For details regarding information to be included in the written authorisation, refer to Attachment 1.

Education and Care National Regulations

- Children leaving the education service premises (National Regulations 99)
- Risk assessment must be conducted before excursion (National Regulations 100)
- Conduct of risk assessment for excursion (National Regulations 101)
- Authorisation for excursion (National Regulations 102)
- Education and care service must have policies and procedures (National Regulations 168)

Responsibility/Accountability

The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Centre Manager and the staff:

- Developing an *Excursions and Service Events Policy* in consultation with the Nominated Supervisor, Educators, Staff and Parents/guardians at the service
- Ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with access to this policy and comply with its requirements
- Ensuring that all parents/guardians have completed their child's enrolment form (refer to *Enrolment and Orientation Policy*) including details of persons able to authorise an educator to take their child outside the service premises (National Regulation 160)
- Ensuring that parents/guardians, or persons named in the enrolment record who have legal authority, have provided written authorisation within the past 12 months where the service is to take the child on Regular Outings (refer to *Definitions*), and that this authorisation is kept in the child's enrolment record (National Regulation 161) (refer to Attachment 1)
- Ensuring that a child does not leave the service premises on an Excursion unless prior written authorisation has been provided by the parent/guardian, or persons named in the enrolment record who have legal authority, and the authorisation includes all details required under National Regulation 102 (refer to Attachment 1)
- Ensuring that the number of children attending an Excursion does not exceed the number for which service approval has been granted on that day
- Ensuring that children are provided with Adequate Supervision (refer to *Definitions*) at all times
- Ensuring that educator-to-child ratios are maintained at all times, including during Excursions and Service Events (National Regulations 123, 355, 357 and 360)
- Ensuring only educators who are working directly with children are included in educator-to-child ratios
- Ensuring that parents/guardians, volunteers, students and all adults participating in an Excursion are adequately supervised at all times and are not left with sole Supervision of individual children or groups of children
- Ensuring that a Risk Assessment (refer to *Definitions*) is carried out for an Excursion (in accordance with National Regulation 101) before authorisation is sought from parents/guardians (National Regulation 100)
- Ensuring the Risk Assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by National Regulation 101. Refer to ACECQA's sample Excursion Risk Management Plan (see *Sources*)
- Ensuring a Transport Risk Assessment (refer to *Definitions*) is carried out (in accordance with National Regulations 102C) before authorisation is sought from parents/guardians (National Regulations 102B)
- Ensuring a Risk Assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by National Regulation 102B.
- Ensuring that Excursions and Service Events are based on the educational program and meet the needs and interests of children and families at the service (refer to *Educational Program Development Policy*)

- Ensuring that there is a clear purpose and educational value to each Excursion or Service Event, and that this is communicated to parents/guardians
- Ensuring that proposed Excursions/Service Events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- Ensuring strategies are in place to provide an accurate Attendance Record (refer to *Definitions*) for any children attending an Excursion, and for children remaining at the service while an Excursion is happening
- Ensuring that there is an accurate list of all adults participating in an Excursion, including parents/guardians, volunteers and students, with contact details for each individual
- Ensuring that each child's personal medication and current medical management plan is taken on Excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- Providing and maintaining a portable First Aid kit that can be taken on Excursions and other offsite activities
- Providing portable First Aid kits that contain the required medication for dealing with medical conditions
- Providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (National Regulation 98)
- Ensuring emergency contact details for each child and the contact details of their medical practitioner are taken on Excursions for notification in the event of an incident, injury, trauma or illness.
- Ensuring the procedures are followed which are set out in National Regulation 102E when children are embarking a means of transport.

The Nominated Supervisor is responsible for:

- Ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with access to this policy and comply with its requirements
- Ensuring that a child does not leave the service premises on an Excursion unless prior written authorisation has been provided by the parent/guardian, or person named in the child's enrolment record who has legal authority, and that the authorisation includes all details required under National Regulation 102 (refer to Attachment 1)
- Ensuring that children are provided with Adequate Supervision (refer to *Definitions*) at all times
- Ensuring that educator-to-child ratios are maintained at all times, including during Excursions and Service Events (National Regulations 123, 355, 357 and 360)
- Ensuring only educators who are working directly with children are included in educator-to-child ratios
- Ensuring that parents/guardians, volunteers, students and all adults participating in an Excursion are adequately supervised at all times and are not left with sole Supervision of individual children or groups of children
- Ensuring that a Risk Assessment (refer to *Definitions*) is carried out for an Excursion (in accordance with National Regulation 101) before authorisation is sought from parents/guardians (National Regulation 100)
- Ensuring the Risk Assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details

required by National Regulation 101. Refer to ACECQA's sample Excursion Risk Management Plan (see *Sources*)

- Ensuring a Transport Risk Assessment (refer to *Definitions*) is carried out (in accordance with National Regulations 102C) before authorisation is sought from parents/guardians (National Regulations 102B)
- Ensuring a Risk Assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by National Regulation 102B.
- Ensuring that Excursions and Service Events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child (refer to *Educational Program Development Policy*)
- Ensuring the purpose and educational value of each Excursion or Service Event is communicated to parents/guardians
- Ensuring that proposed Excursions/Service Events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- Ensuring an accurate Attendance Record (refer to *Definitions*) is kept for children attending an Excursion, and for any children remaining at the service while an Excursion is happening
- Ensuring that there is an accurate list of all adults participating in an Excursion, including parents/guardians, volunteers and students, with contact details for each individual
- Ensuring that each child's personal medication and current medical management plan is taken on Excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- Ensuring that a portable First Aid kit (including required medication for dealing with medical conditions) is taken on Excursions and other offsite activities
- Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on Excursions for notification in the event of an incident, injury, trauma or illness
- Ensuring sunscreen (if required) is taken on Excursions/Service Events
- Displaying a notice at the service indicating that children are on an Excursion, and including the location of the Excursion and expected time of return to the service.

Educators are responsible for:

- Developing an *Excursions and Service Events Policy* in consultation with the Approved Provider, Nominated Supervisor and parents/guardians at the service
- Reading and complying with the requirements of this policy
- Providing parents/guardians, or a person named in the child's enrolment record who has legal authority, with an Excursion/Service Event authorisation form
- Checking that a parent/guardian, or person named in the child's enrolment record who has legal authority, has completed, signed and dated the Excursion/Service Event authorisation form prior to the Excursion
- Allowing a child to participate in an Excursion or Service Event only with the written authorisation of a parent/guardian or person named in the child's enrolment record who has legal authority
- Maintaining the required educator-to-child ratios at all times, and providing Adequate Supervision (refer to *Definitions*) children during Excursions and Service Events

- Ensuring that parents/guardians, volunteers, students and all adults participating in an Excursion are adequately supervised at all times and are not left with sole Supervision of individual children or groups of children
- Undertaking a Risk Assessment (refer to *Definitions*) for an Excursion or Service Event prior to obtaining written authorisation from parents/guardians
- Ensuring the Risk Assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by National Regulation 101 (refer to ACECQA's sample Excursion Risk Management Plan on the ACECQA website – see *Sources*)
- Ensuring a Transport Risk Assessment (refer to *Definitions*) is carried out (in accordance with National Regulations 102C) before authorisation is sought from parents/guardians (National Regulations 102B)
- Ensuring a Risk Assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by National Regulation 102B.
- Developing Excursions and Service Events based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child (refer to *Educational Program Development Policy*)
- Communicating the purpose and educational value of each Excursion or Service Event to parents/guardians
- Including all children in Excursions and Service Events regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- Taking each child's personal medication and current medical management plan on Excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- Taking a portable First Aid kit (including required medication for dealing with medical conditions) on Excursions and other offsite activities
- Keeping an accurate Attendance Record (refer to *Definitions*) of children attending Excursions, and for children remaining at the service while an Excursion is happening
- Keeping an accurate list of all adults participating in an Excursion, including parents/guardians, volunteers and students, with contact details for each individual
- Taking a mobile phone, a copy of the Attendance Record, emergency contact details for each child and the contact details of the child's medical practitioner on Excursions for notification in the event of an incident, injury, trauma or illness
- Taking sunscreen (if required) on Excursions/Service Events
- Discussing the aims and objectives of the Excursion or Service Event, and items of special interest, with children prior to undertaking the activity
- Informing parents/guardians of items required by children for the Excursion or Service Event e.g. snack/lunch, refillable drink bottle, SunSmart hat etc.

Parents/guardians are responsible for:

- Reading and complying with the requirements of this policy
- Completing the authorised nominee section of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the service
- Completing, signing and dating Excursion/Service Event authorisation forms
- Providing written authorisation for their child to leave the service premises on routine outings

- Reading the details of the Excursion or Service Event provided by the service and asking for additional information if required
- Providing items required by their child for the Excursion or Service Event e.g. snack/lunch, refillable drink bottle, SunSmart hat etc.
- Understanding that, if they participate in an Excursion or Service Event as a volunteer, they will be under the immediate Supervision of an educator
- If participating in an Excursion or Service Event, informing an educator immediately if a child appears to be missing from the group
- Supervising and caring for siblings and other children in their care who are not enrolled in the program
- Complying with all service policies while participating in an Excursion or Service Event including the *Code of Conduct Policy*, *Sun Protection Policy* and *Hygiene Policy*.
- Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
Adequate Supervision	<p>(In relation to this policy) Supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from Hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate Supervision refers to constant, active and diligent Supervision of every child at the service. Adequate Supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary.</p> <p>Variables affecting Supervision levels include: -</p> <ul style="list-style-type: none"> - number, age and abilities of children - number and positioning of educators - current activity of each child - areas in which the children are engaged in an activity (visibility and accessibility) - developmental profile of each child and of the group of children - experience, knowledge and skill of each educator - need for educators to move between areas (effective communication strategies) - sole workers responding to care needs.

Attendance Record	Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor/Primary Nominee or educator (National Regulation 158).
Excursion	An outing organised by the education and care service. The written permission of parents/guardians, or person named in the child's enrolment record who has lawful authority, must be obtained before staff/educators take children outside the service premises.
Regular Outing	(In relation to education and care services) means a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the Risk Assessment are the same on each trip. If the Excursion is a Regular Outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the Regular Outing.
Risk Assessment	(In the context of this policy) a Risk Assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an Excursion, and specify how these risks will be managed and/or minimised (National Regulation 101). Risk Assessments must consider: the proposed route and location of the Excursion any water hazards or risks associated with water-based activities (refer to <i>Water Safety Policy</i>) transport to and from the proposed location of the Excursion (refer to <i>Occupational Health and Safety Policy</i>)
Word/Term	Definition
	<p>the number of adults and children participating in the Excursion the number of educators or other responsible adults who will be providing Supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)</p> <p>the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions</p> <p>the proposed duration of the Excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions</p> <p>any items/information that should be taken on the Excursion e.g. First Aid kit, emergency contact details for children, medication for children with known medical conditions (such as Asthma, Anaphylaxis and Diabetes) and a mobile phone.</p> <p>Transportation Risk Assessment must include but not limited to; the proposed route and duration of transportation</p> <p>The proposed pick-up location and destination</p> <p>The means of transport</p> <p>Any requirements for seatbelts or safety restraints under the jurisdiction law</p> <p>The number of adults and children involved in the transportation</p> <p>Weather any items should be readily available during transportation</p> <p>A sample Excursion Risk Management Plan is provided on the Australian Children's Education and Care Quality Authority (ACECQA) website (see <i>Sources</i>)</p>
Service Event	A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an Excursion.
Supervision	Refer to Adequate Supervision (see <i>Definition</i>).

EXCURSIONS AND SERVICE EVENTS PROCEDURE

Purpose

- This procedure will provide a process to plan and conduct safe and appropriate Excursions and Service Events.

Procedure

In terms of Excursions:

- Excursions are an essential learning opportunity as they provide the children with a chance to explore and connect with the community.

In terms of parent/guardian consent forms:

- Parent/guardians are required to complete a consent form for each specific Excursion their child/children are enrolled to attend. The consent form details the child's name, reason the child is to be transported, when the child is to be transported, proposed pick-up location and destination, the duration of time the child is to be transported, the approx. number of children, number of staff and other adults, any safety/seatbelt requirements, departure and arrival times from the service, the Excursion venue and method of transport.
- It will also outline the activities the children will be participating in and what the children will need to bring. Children will not be taken from the service without the written authorisation from the parent/guardian.

In terms of Excursion and Regular Outing:

- An Excursions and Regular Outing form must be completed (this includes a Risk Assessment of the Excursion/Regular Outing).
- Parent/guardian consent is required prior to the Excursion.
- Educators must take the contact details of children's parent/guardians, emergency contacts, doctors contact numbers, children's medication, centre contact number and a portable First Aid kit on all Excursions.
- Excursion forms need to be completed prior to each Excursions and Regular Outing forms need to be completed annually for each child in care.

In terms of planning:

All Excursions are planned taking into consideration:

- The children's ages, capabilities and interests
- Children's suggestions or requests
- Ways to maximise the children's developmental experiences

Risk Assessment

- Occupational Health and Safety (OHS) issues
- Proposed route and duration of transportation
- Proposed pick-up location and destination
- Means of transport
- Seatbelt/safety requirements
- Water hazards
- Number of children and adults involved in the transportation
- Whether any items should be readily available during transportation
- The number of educators and other adults for adequate supervision
- Suitability of the venue and accessibility for wheelchairs, if required
- Access to food, drink and other facilities
- The process for entering/exiting the education and care service and pick up location/destination
- Weather conditions, which would make the venue unsuitable
- The specific clothing and equipment needs of the children
- Staff/educators must visit or be familiar with the venue before undertaking the Excursion to ensure that it is suitable, safe and accessible by all.
- Prior to the Excursion staff/educators will phone the venue when special requirements are needed.
- When planning an Excursion alternative arrangement will be made for adverse weather conditions.
- Staff/educators will consider not just wet weather, but cold or hot weather conditions when making plans for Excursions and the final decision to continue with the Excursion.

In terms of name tags and vests:

- Upon arrival at the centre on the day of an Excursion all children will be provided with a coloured vest and name tag.
- All children must wear a vest and nametag on Excursions/Regular Outings.
- Vests and nametags are for the safety of the children and educators.
- All educators will be provided with a high visibility vest and will wear this vest throughout the Excursion/Regular Outing.
- The child to educator ratio will be higher on an Excursion/Regular Outing day and this is outlined in the Risk Assessment and Excursion permission form.
- Roll calls and head counts will be conducted at regular intervals throughout the Excursion/Regular Outing in addition to roll call on entering and departing
- If the decision is made to place the children into smaller groups for an Excursion/Regular Outing, the children will be made aware of their educator group leader prior to the Excursion/Regular Outing.

Name tags should detail the following information:

- Name of child.
- Name of Service.
- Telephone number

References, Sources, Links to Legislation and Other Documents

Please refer to Reference and Sources page.

Related service policies:

Acceptance and Refusal of Authorisations Policy

Administration of First Aid Policy

Administration of Medication Policy

Anaphylaxis Policy

Asthma Policy

Code of Conduct Policy

Educational Program Development Policy.