

POLICY

POLICY 16: EXCURSIONS

OVERARCHING PERSPECTIVE:

Perspective: Quality Services
Policy: Services and Programs

OUTCOME:

To ensure excursions, outings, special events in the Family Day Care home and playgroup setting undertaken by the educator or Coordination Unit are to enrich children's knowledge and experience about the broader community. To ensure the health, safety and wellbeing of children who participate in these activities is protected according to the Education and Care National Regulations 2011. Regulation No. 102 (3 & 4).

SCOPE:

This document applies to the Educators, Families, Coordination Unit Staff of Our Village Family Childcare Service.

RATIONALE:

To ensure the health, safety and wellbeing of children participating in excursions.

PROCESS:

Routine outings to schools, kindergartens, libraries, parks and other local community areas are activities that require written authorisation from parents/guardians at least once in a 12 month period. Written authorisation must also be obtained from parents for all excursions outside normal activities (Education and Care Services National Regulations Section 4.2 Children's Health & Safety, Regulation No. 102 (3 & 4)).

1. Parents should be advised by the Educator of their regular routine visits/activities during the initial interview.
2. Upon commencement of care, the **Routine Outings/Excursion Permission Form** needs to be signed by the parent/guardian. This form needs to be updated when changes occur and at least every 12 months and signed by parents accordingly.
3. A **Risk Assessment** must be completed every 12 months for Routine Outings/Excursions or if there are changes to the venue before a period of 12 months has transpired.
4. When taking children out on an excursion that is not within the normal routine, an excursion authority must be completed and signed by the parent/guardian (Education and Care Services National Regulations, 2011 Section 4.2 Children's Health & Safety, Regulation No. 102 (3 & 4)).
5. A **Risk Assessment** must be conducted for all non-routine excursions (see Appendices . Routine Outings/Excursions and Risk Assessment Form)
6. Children must be appropriately restrained while travelling in vehicles, including the use of approved child restraints.
7. Children must be adequately supervised when travelling on public transport.
8. All policies and procedures relating to Anaphylaxis (policy 1), Asthma (4), Medical conditions (45), Sun Protection (38), Play and Recreation Environment (43) and Water Safety (44) must be complied with.



APPENDIX:

Our Village Family Childcare . Routine Outings/Excursions and Risk Assessment Form

DEFINITIONS:

REFERENCES:

VicRoads (9 November 2009) Road Safety Rules www.vicroads.vic.gov.au


VicRoads (2003), *Starting out Safely – A Road Safety Guide for Family Day Care Carers*, VicRoads Publication Number 01038.

Education and Care National Regulations, 2011 . Regulation 168

RELATED DOCUMENTS:

- Anaphylaxis Management Policy - 1
- Asthma Management Policy - 4
- Dealing with Medical Conditions Policy - 45
- Health and Safety . Sun Protection - 38
- Health and Safety . Water Safety - 44
- Road Safety and Transport - 41

This box to be completed after final draft has been approved.

Issue Date:	November 2016	Previous Review(s):	Oct '10, Oct '11, Jul '15
Issue Number:	Four (4)	Next Review:	November 2019
Owner:	Manager, Family Day Care	<p>Signed in accordance with Deed of Delegation: 1/12/2016</p> <p>X </p> <hr/> <p>Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch</p>	