

POLICY NO 16: EXCURSIONS

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

To ensure the health, safety and wellbeing of children who participate in activities where children are taken outside the premises of the Family Day Care are protected according to the Education and Care National Regulations, (current version July 1, 2023) Part 4.2 Health and Safety, Regulation 102 (3 & 4). Excursions fall into two categories, Routine Outings and Specific Outings. Outings, special events in the Family Day Care home and playgroup setting undertaken by the Educator or Coordination Unit used to enrich children’s knowledge and experience about the broader community.

CRITICAL INFORMATION:

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 (current version July 1, 2023) Section 4.2 Children’s Health & Safety, Regulation 102 (3 & 4).

Parent/guardian should be advised by the Educator of their regular routine visits/activities during the initial interview.

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PURPOSE:

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

SCOPE/RESPONSIBILITIES:

This document applies to the Educators, Families, and Coordination Unit Staff of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

Excursion (Specific Outing)	A short journey or trip, especially one taken as a leisure activity.
Routine Outing	An excursion that is conducted on a regular basis such as a weekly trip to the library
Risk Assessment	The process a service undertakes to identify risk of injury or harm associated with taking a child outside a licensed premises, family day care residence or family day care venue. A risk assessment includes identifying and addressing the risks.

PROCEDURES:

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 (current version July 1, 2023) Section 4.2 Children’s Health & Safety, Regulation 102 (3 & 4)).

Parent/guardian should be advised by the Educator of their regular routine visits/activities during the initial interview.

The services Risk Management Plan Part A – Authorisations and Part B Specific Outing or Routine Outing information will contain details as follows:

- **Service Name**
- **Excursion details**
- **Date (s) of Excursion** - If it is a regular outing include a description of when children are to be taken on regular outings.
- **Proposed Activities** – List all activities that will take place during the excursion.
- **Pick up locations and destination (s)** – List each location travelled to and from as part of the excursion. E.G, the museum, park for lunch and service.
- **Estimates departure and arrival times and duration of the excursion** – E.G, from the service each destination and returning to the service.
- **Proposed Route** – Include an image of the route.

- **Means of transport** – E.G public bus, private bus, private car, taxi, tram etc.
- **Requirements for seatbelts or safety restraints in your state or territory have been met.**
- **Number and full names of each adult involved in the excursion** - E.G service staff, family members volunteers.
- **The number of Educators/responsible adults, appropriate to provide supervision and whether any adults with specialised skills are required** – E.G for children’s individual needs.
- **The number of children involved in the excursion.**
- **Any water hazards during the excursion, including risks associated with water-based activities?** – if yes, detail in the risk assessment table below.
- **Educator to child ratio, including whether this excursion warrants higher ratio** – provide details in the risk assessment.
- **Describe the process for entering and exiting the service premises and the pickup location or destination** (as required); (include how each child is accounted for)
- **Describe the procedures for embarking and disembarking the vehicle** (include how each child is accounted for in embarking and disembarking)
- **Children must be actively supervised when travelling on public transport.**
- **A physical inspection of the vehicle must be conducted to ensure all children have exited the vehicle, including a check under the seats, in the luggage and in any storage areas.** This check is to be conducted each time the vehicle is exited:
 - Upon arrival to destination outside the FDC residence
 - Upon arrival to FDC residence following excursion
 - At any other time, the FDC Educator and children exit the vehicle.
- **Excursion checklist** – items to be readily available during the excursion – First aid kit, list of children involved etc.
- **A risk assessment that identifies and assess the risk that the excursion may pose.**
- **How the risks will be managed including who manages the risks.**
- **Ensure adequate precautions have been taken to protect children from harm or any hazard likely to cause injury.**

Ensure children are adequately always supervised on an excursion and where the risk is deemed high, for example, an event near water, adjustments must be made to the child/adult ratio.

Routine Outing

- For all routine outings, a separate risk assessment is completed by the Educator and reviewed annually.
- Parent permission/authorisations to take children on the outing is sought and **MUST** be given prior to the outing.

The Risk Assessment and the parent permission and authorisations are recorded in Part A – Parent Authorisations and Routine Outing Risk Management Plan Part B, this information is reviewed and kept on file at the Educator’s home.

Specific Outing

- For all Specific Excursions, a separate Risk Assessment is completed by the Educator prior to any specific outings.
- Where possible the Educators will give the parents/guardian as much notice as possible prior to the excursion.

- All Specific excursions outside of the Educators immediate area should be approved by the coordination unit prior to the outing.

The Risk Assessment and the parent permission and authorisations are recorded in Part A – Parent Authorisations and Specific Outing Risk Management Plan Part B, this information is reviewed and kept on file at the Educator’s home.

Parent/Guardian Authority

- Upon commencement of care, the OVFC Routine/Specific Outing Authority Part A and Part B needs to be reviewed and signed by the parent/guardian.
- This form is to be updated when changes occur and at least every 12 months and signed by parent/guardian accordingly.
- There is a form for parent/guardian signatures for Routine Outings and a separate form for parent/guardian signatures for Specific Outings contained in Part A

IF A CHILD IS UNACCOUNTED FOR

- OVFC must be notified immediately if at any times a child is unaccounted for.
- Penalties for failing to protect children by complying with state and federal laws are severe and the appropriate Regulatory Authority will take swift action in cases where there has been a breach. In addition to the legal consequences, the impact on families, the community and Educators is devastating and long lasting.
- All policies and procedures relating to the following must be complied with:
 - Policy 1 - Anaphylaxis Management
 - Policy 4 – Asthma Management
 - Policy 45 – Dealing with Medical conditions.
 - Policy 38 – Health and Safety - Sun Protection
 - Policy 43 – Children’s Learning, Development and Active Play
 - Policy 44 - Health and Safety - Water Safety

APPENDICES:

- [Our Village Family Childcare – Our Village Family Childcare Routine/Specific Outing Authority \(Part A\)](#)
- [Our Village Family Childcare Routine/Specific Outing Risk Management Plan \(Part B\)](#)

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\) 102 \(3 & 4\), 168](#)
- [ACECQA – Risk assessment and management template – Excursions](#)
- [VicRoads \(9 November 2009\) Road Safety Rules](#)
- [VicRoads Starting out Safely Program for Early Childhood Services](#)
- [Vic Roads Starting out Safely Program Newsletters](#)
- [Early Learning Association Australia – Victoria’s early childhood road safety education program](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Anaphylaxis Allergies and Food Intolerances Management – 1
- Delivery and Collection of Children - 3

- Tabacco Smoke Free Environment – 27
- Inclusion – 23
- Acceptance and Refusal of Authorisations - 22
- Medication - 25
- Staffing Arrangements – 37
- Enrolment and Orientation - 31
- Aboriginal Perspectives - 54
- Asthma Management – 4
- Dealing with Medical Conditions – 45
- Health and Safety – Sun Protection – 38
- Health and Safety – Water Safety – 44
- Children’s Learning, Development & Active Play - 43
- Road Safety and Transport – 41
- Active Supervision – 52
- Visitors to Family Day Care Residences and Care Venues – 47
- Emergency Evacuation & Bush Fire Management - 46

VERSION CONTROL:

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