

## EXCURSIONS

READ IN CONJUNCTION WITH TRANSPORTATION POLICY

### **PURPOSE**

The purpose of this is to outline the arrangements when excursions are to take place.

### **SCOPE**

This Policy applies to Family Day Care Educators; Family Day Care Assistants; regular visitors, Family Day Care Service staff members, Family Day Care Educator family members, students, parents, children (including visiting children) and volunteers.

### **POLICY**

The service encourages regular outings and excursions which follow safety regulations in the use of the transport and if attending a swimming venue. Prior written permission will be obtained from the parents/guardians before children are taken on any outings or excursions.

This policy aims to maintain the safety of all children at all times including when on excursions

### **PROCEDURE**

- Educators must always evaluate the positive, educational outcome of an activity against the inherent risks involved.
- All outings and excursions must be risk managed by the educator before they take place. A copy of the risk management plan is kept at the Educator's service, and office, and must be made available to parents/ guardians by the educator.
- Educators take first aid kit and emergency phone numbers when on an outing or excursion.
- Excursion permission forms are required from parents/guardians for outings/excursions.
- Educators are to advise parent/guardian on the methods of the transport and the type/s of safety restraints to be used.
- Regular excursion permission for outings should be obtained when the child is first placed with the educator at the time the parent/guardian signs the agreement form.
- Prior written notice must be given to parents of the details of any planned excursions and prior written permission must be obtained from parents/guardians for each individual excursion.
- All excursions, prior to going on them, are to be given to the Nominated Supervisor for approval. If the Nominated Supervisor has not sighted and signed the excursions paperwork, educators are not to go on the excursion.

### **Excursions**

1. The Service must hold a record of all Excursions (Routine and Non-Routine) and applicable Risk Assessments for each excursion and the activity that is going to be undertaken.
2. The Educator must be contactable at all times during the excursion activity.
3. The Risk Assessment form must be completed prior to seeking authorisation for the excursion.
4. The Excursion Form must be completed prior to the excursion.
5. The form requires the parent or other person named in the child's enrolment record, to give authorisation the outing/excursion.
6. In the event of changed circumstances to the previous risk assessment for the excursion, a new Risk Assessment form must be completed.
7. The parent must be provided with the list of regular outings on which the educator intends to take the children.
8. The Risk Assessment form must be completed prior to the outing/excursion.

9. For regular excursions, the risk assessment must be reviewed once in each 12-month period unless there is a change in circumstances of the regular outing. They must be resubmitted to the Nominated Supervisor for approval and to the parents/guardians for written authorisation.
10. The Risk Assessment form and the Excursion Authorisation Form must be kept until the end of three years after the date on which the record was made.

### **Water Activity Excursion:**

1. An education and care service must ensure that enrolled children taken on an excursion for a water submersion activity and/or near water are supervised at all times in accordance with the Water Policy.
2. Given that there can be an increased risk, the number of educator or other responsible adults may need to be increased to provide appropriate supervision. An adult with specialised skills may need to be required.

### **NOTE**

- Accepting the role of supervising another family's children during water activities is a significant measure of trust and responsibility.
- Educators must never underestimate the potential for risk during any activity using, or conducted near, water.
- Fines/penalties can be applied by the Regulator to Educators, Nominated Supervisor and/or Approved Provider if the regulations are not followed for excursions.

### **NATIONAL QUALITY FRAMEWORK**

| <b>EDUCATION AND CARE SERVICES NATIONAL REGULATIONS</b>                   | <b>NATIONAL QUALITY AREA</b> | <b>NATIONAL QUALITY ELEMENT/STANDARD</b> |
|---|------------------------------|--|
| 4 (1), 85, 98, 99, 100, 101 102, 123, 1368, 158,161, 168, 170, s165, s167 | 2                            | 2.2 – 2.2.1, 2.2.2                       |

### **REFERENCE & RELATED INFORMATION**

- National Quality Standards
- Australian Road Rules
- NSW Centre for Road Safety
- Education and Care Services National Law Act
- Education and Care Services National Regulations
- Transport NSW
- Road & Maritime Services
- Swimming Australia
- KidSafe
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