

EXCURSIONS

PRINCIPLE

Excursions, regular outings and events (in-service) provide opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Greater Shepparton City Council Children's Services is committed to providing excursions, regular outings and events (in-service) that are planned to support the educational program and ensure the health, safety, learning, connection and wellbeing of children.

DEFINITION

Excursions

Excursions involve a one off outing from the service that is undertaken as part of the educational program.

Regular Outings

A regular outing is an excursion undertaken on a regular basis as part of the service's educational program, and where the circumstances relevant to the required risk assessment are the same on each outing (*Education and Care Services National Regulation 4*).

GUIDELINES

Children's Services will ensure:

1. The *Children's Services Excursion Flow Chart (Appendix 7.1)* is followed when planning an excursion, including a regular outing.
2. Excursions/regular outings and events (in-service) are conducted in a way that every reasonable precaution is taken to protect children from any harm or hazard likely to cause injury (*Education and Care Services Law - section 167*)(*Children's Services Act 1996– 107 OCC only*).
3. All children participating in an excursion/ regular outing or event (in-service) are adequately supervised at all times that the children are in care of the service (*Education and Care Services Law - section 165*)(*Children's Services Act 1996 – 105 OCC only*).
4. A relevant number of educators participating in an excursion, including regular outings is no less than the number prescribed for the purpose (*Education and Care Services Law - section 169*), with staff ratios maintained at all times. To be included in the educator to child ratios, educators must be working directly with children (*Education and Care Services National Regulation 122*). In addition, the qualification requirements for educators must be met (*Education and Care Services National Regulation 126-7*).
5. A *Risk Assessment (included in Appendix 7.2)* is completed before an authorisation is sought for an excursion, (*Education and Care Services National Regulation 100(1)(2)(3)*).
A risk assessment is not required under this regulation for an excursion if:

- the excursion is a regular outing; and
 - a risk assessment has been conducted for the excursion; and
 - that risk assessment has been conducted not more than 12 months before the excursion is to occur (*Education and Care Services National Regulation 100 (4)*).
6. A Risk Assessment is conducted as outlined in the *Guidelines for Developing a Risk Assessment for Excursions (Appendix 7.3)* (*Education and Care Services National Regulation 101*).
 7. Risk assessments for regular outings/regular transport will be reviewed and revised annually, except in the cases of when there has been a changed requirement to venue, route taken or child details. Updated risk assessments are to be provided to Children's Services Management.
 8. On the day of each regular outing/regular transport educators will review the risk assessment and determine if there are any other considered risks for that day. If there is additional identified risk, educators are to ensure the risk level is low and manageable, documenting any change or updates on the program or regular outing documentation.
 9. The *Children's Services Excursion/Regular Outing /Regular Transportation Authorisation form (Appendix 7.2)* is completed as no child is taken outside the service on an excursion, including a regular outing, unless written authorisation is given by the child's parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care premises *Education and Care Services National regulation 102(4), 168(2)(m)*.
 10. A regular outing/regular transport, authorisation is obtained once in a 12 month period (*Education and Care Services National regulation 102(5), 168(2)(m)*).
 11. Authorisations for a regular outing must be kept with the enrolment record for each child enrolled at the service (*Education and Care Services National regulation 161(1)(2)(b)*).
 12. Families are notified when their child has participated in a regular outing or event (in-service).
 13. That any educators or responsible adults attending the excursion, including a regular outing, are aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (*Education and Care Services National Regulation 97(a)*) and are aware of the risk assessment for the excursion.
 14. Parents/students/volunteers are not left alone with a group of children on excursions or regular outings as they are to be always under the direct supervision of an educator at all times (*Education and Care Services National Regulation 70*).
 15. When planning an excursion including a regular outing, educators must consider the following:
 - how the excursion supports the educational program and contributes to the outcomes outlined for each child (*Education and Care Services National Regulation 73(2)*).
 - how long the children will be away from the service
 - if toileting facilities will be required, that adequate toilet, washing and drying facilities are provided for safe use by children (*Education and Care Services National Regulation 109*).

- children have access to safe drinking water and are offered appropriate food and beverages during the excursion (*Education and Care Services National Regulation 78*).
- adequate health and hygiene practices when handling, preparing and storing food are in place to minimise risks to children (*Education and Care Services National Regulation 77*).
- smoke free environment
- affordability for parents
- services budget

16. The following items are taken on an excursion, including a regular outing:

- appropriate number of suitably equipped first aid kits (*Education and Care Services National Regulation 89*)
- an operating mobile telephone with an appropriate telephone network (*Education and Care Services National Regulation 98*)
- contact information of any person who is to be notified of any incident, injury, trauma or illness involving the child and the child's registered medical practitioner or medical service (*Education and Care Services National Regulation 162*)
- a copy of an *Incident, Injury, Trauma and Illness* record template
- items specific to the excursion circumstances, ie sunscreen, hats, nappy changing items
- educator photo identification tag – LDC & Kinder will take their WWC card and FDC will wear their photo lanyard provided by Coordination Unit.
- excursion tags for all children that includes the service name & contact number
- children's Medical Management Plans and medication

17. Children's medical needs are addressed during an excursion. Where a child attending the excursion has a specific health care need, allergy or relevant medical condition, the risk assessment should consider the management of the child's medical needs (*Education and Care Services National Regulation 160(3)*).

18. Parents/guardians have the right to withdraw their child from an excursion. They may choose to make alternate education and care arrangements for the duration of the excursion for their child.

19. Once an excursion has been completed educators will reflect on and complete the *Excursion/Regular Outing/Regular Transportation/Event Review form* (included in Appendix 7.2) as part of the *Children's Services Excursion/Regular Outing/Regular Transportation Authorisation* form for future planning.

20. Services are required to maintain an *Excursion/Regular Outing log* (Appendix 7.4).

21. The maximum number of approved places for children who can be educated and cared for by the service at any one time must not be exceeded, including the children at the service and those on an excursion (*Education and Care Services Law - section 52(g)*).

22. Ensure where a group of children are taken on an excursion, including a regular outing while a number of children remain at the service, at least one educator who holds the following qualifications must be in attendance at both the excursion and at the service where children are being educated and cared for, and must be immediately available in an emergency. At least:

- staff member or one nominated supervisor of the service who holds a current approved first aid qualification
- staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training

- staff member or one nominated supervisor of the service who has undertaken approved emergency asthma management training (*Education and Care Services National Regulation 136(1)*).

23. Notify Children's Services Management of the intended excursion/regular outing and ensure the completed risk assessment for the excursion/regular outing is sent to Children's Services Management prior to the excursion/regular outing taking place.
24. Notify Children's Services Management if the service is unattended due to an excursion/regular outing providing a contact number and the location of the excursion. A notice is to be displayed at the entry of the service that includes the following:
 - Location of the excursion/ routine outing
 - Time the children are expected to return to the service premises
25. Ensure when all children from a service or a room leave the premises for an excursion or regular outing, notes will be added to the day's attendance record recording time of departure and time of return.
26. Ensure when individual children leave/return to the service during the day e.g. regular outing, the individual child will be signed in and out on the attendance sheet by staff/authorised person.

Event (in-service):

Where an event is being held at the service educators are required to:

- Notify parents that it is being held – including 5 days written notice if a cost is involved
- Give parents the option for their child to participate
- Complete the *Excursion/Regular Outing/ Regular Transportation/Event Risk Assessment* (included in Appendix 7.2)

Bush Kinder:

When selecting the bush kinder site the following factors need to be taken into account and are to be addressed in the *Risk Assessment* (included in Appendix 7.2):

- distance from the service to the bush kinder site as it may impact on methods of excursion/transportation (such as whether children can walk
- adequate pick up and drop off areas
- natural boundaries of the site
- range of natural elements which can be integrated into the educational program and practice
- distance from large bodies of water
- any hazards at the site and ways of mitigating/addressing these hazards
- adequate surveillance points and lines of sight for educators
- parkland management support
- access for children with disabilities or mobility issues
- adequate mobile phone coverage and access for emergency services
- nearby facilities that may offer shelter in extreme weather conditions if the site is some distance from the service.
- adequate toilet, washing and drying facilities must be provided for safe use by children, including additional water for hand washing
- if a portable toilet is required or should a bush toilet be created on the sit

Related Policies

- Child Safe
- First Aid
- Governance and Service Management
- Incident, Injury, Trauma and Illness
- Medical Conditions
- Providing a Child Safe Environment
- Student, Volunteers and Visitors
- Sun Protection
- Transportation
- Water Safety

National Quality Areas: 1.1, 1.3, 2.2, 4.1, 6.1, 6.2, 7.1

Education and care Services National Regulations 2011– 70,73(2),77,78,89,97,98,100-102,109,122, 126-127,136(1),160(3), 161(1)(2)(b),162, 168 (2)(g)(m).

Education and Care Services National Law 2011 - section 52(g) 165, 167,169

Children's Services Act 1996 – Part 4 – 105;107

Sources and Reference Tools

- *Education and Care Services National Law 2010*
- *Education and Care Services National Regulations 2011*
- *Children's Services Act 1996*
- *ACECQ*
- *DET –Bush Kinders, Excursions and Regular Outings*

Reviewed: February 2019

Next review: February 2021

Updated 09/2023 - removing reference to Family Day Care due to cease of Family Day Care operations and individual service sections as all guidelines are now applicable to all services.