

## Regular Outing and Excursion Policy

<b>Published</b>	<b>February 2021</b>
<b>Review Date</b>	<b>August 2022</b>
<b>Sources</b>	Education and Care Services National Regulations, October 2020 Education and care Services National Law, February 2018 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Standard, January 2020 CELA Sample Excursions Policy (Retrieved 7/9/2020)
<b>Associated Policies</b>	Vehicle Usage Policy Safe Transportation of Children Policy
<b>Relevant Forms</b>	Excursion Risk Assessment Routine Outing Risk Assessment Transportation Risk Assessment Excursion Authority Routine Outing Authority Transportation Authority

### Aim:

To ensure all regular outings and excursions are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

### Explanation:

Country Children's Early Learning is committed to compliance with the requirements of legislation to ensure excursions are conducted in a safe manner. Educators often take children on regular outings and excursions of varying types. Some may be regular outings such as walking children to and from school on a daily basis. Others may be excursions that may require more preparation to ensure the environment where the children are going is safe. It is important for parents to sight risk assessments, outing details and provide authority for all outings their children are participating in, and that Educators use the correct paperwork for each excursion.

All outings must be for the purpose of Country Kids Club and suitable for the children in care.

### Definitions:

#### Regular Outing:

A regular outing means an excursion that is undertaken at least once a month to a particular place close to where the service is provided. An example of a routine excursion is a daily walk to and from school.

Written authorisation is needed by a parent for their child enrolled in Country Kids Club to participate in any Regular Outings. Each Educator will also complete the relevant Risk Assessments for the Regular Outing.

**Excursions:**

An excursion is an outing that does not occur on a regular basis. An example of an excursion is a visit to a zoo or museum.

Written authorisation is needed by a parent for their child enrolled in Country Kids Club to participate in any Excursion. Each Educator will also complete the relevant Risk Assessments for each Excursion.

**Incursion:**

An incursion is when a planned activity occurs on the service premises. The incursion can be delivered by an external company or implemented by service staff, such as Bike and Scooter Day or Laser Tag.

**Planning:**

All Regular Outings and Excursions must be planned, have a current Risk Assessment, been approved by CCEL and authorised by Guardians prior to occurring.

- The Regular Outing or Excursion's purpose and suitability to the children in care must be considered
- Educators must consider, and be respectful of the wishes of any families not to have their child attend or participate in an excursion and seek to make alternate arrangements to suit the parents care needs.
- The route and destination of the Regular Outing or Excursion has been checked and decided upon
- The Regular Outing or Excursion location and venue has been visited prior to the completion of the plan and risk assessment
- The Educator has referred to the CCEL Excursion Guides for assistance in the preparation of the Regular Outing or Excursion plan
- Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our Service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions
- Completion of a Regular Outing or Excursion Details and Risk Assessment Form and Safe Transportation of Children Details and Risk Assessment is required to be completed by the Educator and submitted to CCEL for Approval at least 7 days prior to the outing occurring

**Risk Assessments**

- The Regular Outing or Excursion Details and Risk Assessment must include an assessment addressing all factors of the outing
- Risks are required to be evaluated for each Excursion
- Risks for Regular Outings are to be evaluated at least every 12 months or where circumstances change (e.g. route taken, vehicle used, destination, adults present, other children present, children with medical conditions)
- The Responsible Person on duty for the session is appointed as the RP for the Regular Outing or Excursion
- As a minimum requirement all Regular Outing and Excursion Risk Assessments must include:

- Regular Outing/Excursion Date
- Proposed Activities
- Pick Up Location and Destination(s)
- Estimated departure and arrival times and duration of Outing
- Proposed Route
- Means of Transport
- Requirements for seatbelts or safety restraints in your state or territory have been met
- Number of and full names of each adult involved in the excursion
- The number of educators/responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required
- Number of Children Involved in the Excursion
- Any water hazards during the excursion including risks associated with water-based activities
- Educator to child ratio, including whether this excursion warrants a higher ratio
- Describe the process for entering and exiting the service premises and the pick-up location or destinations (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)
- Completed Checklist of Items to be taken including, First Aid Kit, contact information for each child, medication, health plans and risk assessments for individual children, contact information for each adult, Mobile phone/other means of communicating with the service & emergency services
- Access for emergency Services
- Availability of toilets, hand washing and shade
- Adequate mobile phone coverage
- Strategies for accounting for all children on the excursion, particularly during transition times, such as ensuring all children have been transported to the destination and have been returned to the Service at the conclusion of the excursion

### **Regular Outing or Excursion Authority**

- All Excursion and Regular Outing Details Forms and Risk Assessment including a map of the routes to be taken must be approved by CCEL prior to the forms being presented to an authorised guardian for authority and going ahead with the Regular Outing or Excursion
- All approved Regular Outing and Excursion Detail and risk Assessments will be kept on the children's file by CCEL
- As a minimum requirement all Regular Outing and Excursion Authorities must state:
  - The child's name
  - The purpose for the outing and proposed activities
  - Date, description, duration and destination of the proposed excursion
  - The means of transport
  - The anticipated number of staff members and any other adults who will accompany and supervise the children on the outing

- That a risk assessment and map of the routes to be taken has been prepared and is available at the education and care service
- That written policies and procedures for Regular Outings and Excursions are available at the education and care service
- If the outing is Regular Outing not an Excursion, the authorisation is only required to be obtained once in a 12-month period, unless the circumstances of the outing change
- No child is to be taken on a Regular Outing or Excursion unless written permission from parents or an authorised Guardian has been received

### **Families and Volunteers**

- Families and volunteers will be encouraged to participate in excursions to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children
- Families and volunteers cannot be counted in order to meet the ratio requirements of the Education and Care National Regulations
- Family or volunteers wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the Service
- All responsible adults attending the excursion will be made aware of the services policies and procedures that set out the instructions for what must be done in the event of an emergency and are aware of the risk assessment for the excursion

### **Conducting a Regular Outing or Excursion**

- The Country Kids Club Responsible Person will notify CCEL prior to leaving for a Regular Outing or Excursion via text to 0410 529 392
- The Roll Call function in Kidsoft will be used regularly throughout the Regular Outing or Excursion to check that all children are accounted for
- Items to be taken on the excursion include: First Aid Kit, contact information for each child, medication, health plans and risk assessments for individual children, contact information for each adult, Mobile phone/other means of communicating with the service & emergency services
- The Country Kids Club Responsible Person is to notify CCEL as soon as it is identified that a regular Outing or Excursion will go over the intended timeframe
- The Country Kids Club Responsible Person is to notify CCEL at the earliest available time if there is an incident or emergency during the Regular Outing or Excursion

### Incursions

- Incursions usually occur within our services that offer Vacation Care programs
- Incursions do not require permission forms as they are conducted on the service premises
- Incursions will have Risk Assessments completed for the activity that will take place
- Risk Assessments for Incursions will be kept in Dropbox
- Incursion Risk Assessments will be emailed out to families prior to the Incursion occurring, and can also be sighted at the service when requested
- Any external companies providing an incursion to the service will be required to provide evidence of their current Public Liability Insurance and all their staff entering the premises will be required to provide current Working with Children Checks

### Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

### Policy Review

Date Revised	Comments
Jan 2011	Inclusion of Regs 2004 clause 77 (3) and Excursion Approval Procedure
December 2011	Added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard
January 2013	Added information for In Home Care
March 2013	Added information about notifying the service when going on an outing, especially spontaneous ones
September 2014	Scheduled Policy Review – Added Tip Sheet, changed wording so it is clear that parents are to be notified in advance of any excursions, added Guidelines for Planning a Home Based Routine Outing and Group Visits, added definitions for Home Based Risk Assessment and Group Visits
March 2016	Scheduled Policy Review – No changes made
May 2018	Updated Regulatory Sources
August 2019	Scheduled Policy Review – No changes made
September 2020	Updated Risk Assessment and details Forms with ACECQA Template 2020, CELA Policy Draft as a reference, separated Guides and Risk Assessment Development from the policy.
February 2021	Scheduled Policy Review – Updated information around Roll Calls, and Responsible Person on Duty
June 2021	Added information about the Incursion process