

Excursions Procedure

Related Documentation	Excursion and/or Transport Risk Assessment Authorisation for Excursion Form Authorisation for Regular Outings (Routine Excursions Form) Excursion Checklist School Holiday Care Excursion Information Excursion Notice Transportation Authorisation Transportation Procedure All related documentation is available via the Education and Care Services FRED page
Relevant Legislation	Legislation, Standards and Guidance Material – Reference Table
Responsible Officer	Manager Education and Care Services

Uncontrolled when printed.

Definitions

Nil

Objectives

To ensure that all Long Day Care and Outside School Hours Care excursions are safe and adequate supervision of children is maintained at all times in accordance with relevant legislation.

Training and Competence

Council is committed to staff receiving training relevant to the tasks/activities undertaken in this procedure. Training requirements will be reviewed at least annually as part of the performance appraisal program, and recorded in Pulse. All training will be evaluated to ensure continuous improvement.

Competence of employees, including any contractors, labour hire employees or volunteers, will be assessed prior to their being expected to carry out the tasks associated with this procedure.

Records Management

All records related to this procedure are to be stored in IRIS (Intelligent Record Information System) in accordance with Council's Records Management Policy.

Review and Evaluation

To maintain relevance and currency, this procedure will be reviewed on a two-yearly basis or as required due to changes in relevant legislation and codes of practice or changes to systems and processes.

The procedure will also be evaluated in consultation with employees at appropriately identified intervals to evaluate its effectiveness.

Regular review and evaluation is an opportunity to determine whether the procedure is fit for purpose and reflective of operational practice, and provide an opportunity to implement corrective measures or amend the procedure if required.

DATA AND DOCUMENT CONTROL

Procedure

The Nominated Supervisor/Responsible Person/Family Day Care Educator is responsible for the safety of all children while they are on an excursion. The following steps must be taken when planning and holding an excursion.

1. Before any excursion arrangements are made, approval must be given by a Coordinator Education and Care Services. No excursions involving swimming/water-play will be arranged at Education and Care Services Long Day Care centres or Family Day Care without prior discussion and written consent of the Manager Education and Care Services.
2. The service must complete the Excursion Risk Assessment form prior to attending each excursion in consultation with the Nominated Supervisor. If the excursion is a regular outing, a Risk Assessment must be conducted at least once in a 12 month period. All risk assessments are required to be reviewed for each occasion. Any risks associated with water-based activities must be clearly identified and the elimination/control measures detailed in the risk assessment.
3. Parents must provide written permission for a child to attend any excursion where the child leaves the service premises by completing an Authorisation for Excursion. Authorisation for regular outings (routine excursions) is only required to be obtained once in a 12 month period.
4. The service must complete and follow the Excursion Checklist on the day of the excursion prior to leaving the service (not applicable to Family Day Care).
5. Minimum educator to child ratios must be maintained at all times. Adequate supervision must be maintained at all times with regard to children's age, stage of development, dynamics and size of the group – often this will mean rostering additional educators above minimum ratio requirements. Parents/family members attending an excursion are to be considered supernumerary to ratio requirements. The completed risk assessment should be used to identify the requirement of additional educators required.
6. The service must display an Excursion Notice with details of the excursion times, destination, contact details, mode of transport and any other relevant information that may be required for families or visitors to the service.
7. The Transportation procedure must be followed. Children are not, under any circumstances, to be transported in staff or another family's car.

Family Day Care Only

In addition to the above points, Family Day Care Educations must also:

Email through their planned regular outings to the Nominated Supervisor as requested (in addition to the 12 month requirement above)

If any changes in relation to regular outings occurs; the Authorisation for Regular Outings (Routine Excursions Form) needs to be updated accordingly and provided to the Family Day Care Coordination Unit

Educators must remind/inform the Nominated supervisor via email or the emergency phone of any routine or non-routine excursions the day before or the day off their excursion.

Educators are to contact the Family Day Care Coordination Unit for advice if any unforeseen circumstance arises (including Transportation)

DATA AND DOCUMENT CONTROL

School Holiday Care Only

If the excursion is a movie excursion, children are able to view a PG rated movie if deemed appropriate by the Nominated Supervisor with regard to the level of bad language and violence, however G rated movies are preferable.

Families must be given adequate notice of all excursions and asked not to give their children pocket money to spend during the excursion.

The cost of an excursion must be kept to a minimum to avoid placing financial stress on families. School Holiday Care excursion costs are included in the daily fee. The School Holiday Care Excursion Information will be used to determine the excursion tier that is required to be charged for each excursion.

All children enrolled on the day an excursion is planned during school holiday care must attend the excursion, unless the excursion is planned to be held in small groups.

Minimum educator to child ratios must be maintained at all times. The completed risk assessment should be used to identify the requirement of additional educators (i.e. a minimum of 1:8 should be adhered to for excursions and 1:5 for water play excursions)

END OF PROCEDURE

This procedure is required under the Education and Care Services National Regulations and should not be edited or rescinded without permission from the Education and Care Services Senior Leadership Team.