



EXCURSIONS AND SERVICE EVENTS POLICY

Best Practice – Quality Area 2

Precious Gems Childcare Pty Ltd trading as "Kids Haven Childcare"

Quality Area 2.2	Safety – Each child is protected
Quality Area 2.2.1	Supervision – Reasonable precaution & Adequate Supervision
Quality Area 2.2.2	Incident & Emergency management- manage incidents & emergencies
Quality Area 2.2.3	Child Protection

Legislative Requirements/ Educational & Care National Regulations

Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 99	Children leaving the education and care service premises
Regulation 101	Conduct of risk assessment for excursion
Regulation 100	Risk assessment must be conducted before excursion
Regulation 102(4)	Ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under
Regulation 115	Premises are designed to facilitate supervision
Regulation 120	Educators who are under 18 to be supervised
Regulation 121	Application of Division 3
Regulation 122	Educators must be working directly with children to be in ratios
Regulation 123	Educators to child ratios- centre based services
Regulation 126	Centre based services – general educator qualification
Regulation 158(1)	Children's Attendance record to be kept by approved provider
Regulation 160	Child enrolment records to be kept by approved provider
Regulation 161	Authorisations to be kept in enrolment record
Regulation 166	Children not to be alone with visitors
Regulation 168	Education and care service must have policies and procedures
Regulation 171	Policies and procedures to be kept available
Regulation 176	Time to notify certain circumstances to Regulatory Authorities
Regulation 264	General qualifications for educators – centre based
Regulation 273	Course in child protection
Regulation 356	Qualification for Educators – Children over preschool age
Regulation 357	Educator to child ratio—children aged over 24 months but less than 36 months

Related Policies

• Acceptance and Refusal of Authorisations	Administration of First Aid
• Administration of Medication	Anaphylaxis
• Asthma	Code of Conduct
• Curriculum Development	Dealing with Medical Conditions
• Delivery and Collection of Children	Diabetes
• Emergency and Evacuation	Enrolment and Orientation
• Epilepsy	Fees
• Food Safety	Hygiene
• Incident, Injury, Trauma and Illness	Inclusion and Equity
• Interactions with Children	Nutrition and Active Play
• Occupational Health and Safety	Participation of Volunteers and Students
• Privacy and Confidentiality	Road Safety and Safe Transport
• Sun Protection	Supervision of Children
• Water Safety	

PURPOSE

This policy will provide guidelines for KIDS HAVEN CHILDCARE to plan and conduct safe and appropriate excursions, regular outings, and service events. policy statement

POLICY STATEMENT

VALUES

Kids haven childcare is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader community
- ensuring that all excursions, regular outings and service events are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, conducting risk assessments and ensuring authorisations are obtained from parents/guardians
- providing adequate supervision of all children during excursions, regular outings and service events promoting road safety education and safe active travel for children

1. SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Kids haven childcare, including during offsite excursions and activities.

2. PROCEDURES

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
	R indicates legislation requirement, and should not be deleted				
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

and that this authorisation is kept in the child's enrolment record (Regulation 161) (<i>refer to Attachment 1</i>)					
Ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 99, 102(4) (<i>refer to Attachment 1</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring that educator-to-child ratios are maintained at all times, including during excursions, regular outings and service events (Regulations 123)	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring that children are adequately supervised (<i>refer to Definitions</i>) at all times (Regulation 122) (<i>National Law: Section 165</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (<i>refer to Participation of Volunteers and Students Policy</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring that a risk assessment (<i>refer to Definitions</i>) is carried out for an excursion (<i>in accordance with Regulation 101</i>) before authorisation is sought from parents/guardians (Regulation 100), including suitability of venue	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring the risk assessment (<i>refer to Definitions</i>) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101	R	<input type="checkbox"/>	<input type="checkbox"/>		
Developing strategies to improve children's safety in high-risk situations such as excursions near water or near a road (<i>refer to Supervision of Children Policy, Water Safety Policy and Road Safety and Safe Transport Policy</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring a new risk assessment is completed when circumstances change for regular outings	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring that staff comply with the service's <i>Road Safety and Safe Transport Policy</i>	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraging parents/guardians to comply with the service's <i>Road Safety and Safe Transport Policy</i>	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing road safety education as part of the curriculum		<input type="checkbox"/>	<input type="checkbox"/>		
Where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness		<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child (<i>refer to Curriculum Development Policy</i>)		<input type="checkbox"/>	<input type="checkbox"/>		

Ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians		<input type="checkbox"/>	<input type="checkbox"/>		
Discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity		<input type="checkbox"/>	<input type="checkbox"/>		
Involving children in consultation and decision-making processes		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (<i>refer to Fees Policy</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (<i>refer to Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring strategies are in place to provide an accurate attendance record (<i>refer to Definitions</i>) for children attending an excursion, and for children remaining at the service while an excursion is happening	R	<input type="checkbox"/>			
Ensuring strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (<i>refer to Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring an accurate attendance record (<i>refer to Definitions</i>) is kept for children attending an excursion, and for children remaining at the service while an excursion is happening	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Understanding that, if they participate in an excursion or service event as a volunteer, they will be always under the immediate supervision of an ECT/educator or the approved provider				<input type="checkbox"/>	<input type="checkbox"/>
If participating in an excursion, regular outing or service event, informing an educator immediately if a child appears to be missing from the group				<input type="checkbox"/>	<input type="checkbox"/>
Supervising and caring for siblings and other children in their care who are not enrolled in the program				<input type="checkbox"/>	
Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities (<i>Regulation 89</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (<i>refer to Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy</i>) (<i>Regulation 90</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness (<i>Regulation 98</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Informing parents/guardians of items required by children for the excursion, adventure activities or service event e.g., snack/lunch, sunscreen, coat etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Background and Legislation

3. BACKGROUND

Excursions and service events are planned to extend the educational program and further develop the current interests of children. The *Victorian Early Years Learning and Development Framework* (*refer to Sources*) states that "Participating in their communities strengthens children's sense of identity and wellbeing" (Outcome 2: Children are connected with and contribute to their world). The purpose and educational value of each excursion or service event should be clearly communicated to parents/guardians.

When planning excursions and service events, it is important to ensure that they are inclusive of all members of the service community. Consideration must be given to any extra costs involved and the ability of families to pay these costs. Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions (*refer to Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*). Clear procedures must be developed and followed, and these should be communicated to parents/guardians.

A risk assessment must be carried out for each excursion to determine any risks to children's health, safety or wellbeing before permission is sought from parents/guardians (*Regulations 100, 101*). The risk assessment must identify each risk and specify how the risk will be managed and/or minimised (*Regulation 101*). Written authorisation for the child to attend the excursion must be obtained from a parent/guardian or person named in the child's enrolment record before the child can be taken outside the service premises. For details regarding information to be included in the written authorisation, *refer to Attachment 1*.

Active travel excursions near the service have a range of benefits including:

- children and staff being physically active
- providing the opportunity to practice road safety
- engaging with the community

Early childhood road safety education aims to reduce the risk of serious injury and death from road trauma. It also aims to lay the foundations for children to become safe and independent road and transport users in the future. Road safety education is an important part of a holistic approach to keeping children safe around traffic and in the road environment. Effective traffic skills are best learnt if they occur in a real environment i.e., using crossings and traffic lights.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011

- *National Quality Standard*, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

4. DEFINITIONS

Adequate supervision: (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the nominated supervisor or educator (*Regulation 158(1)*).

Excursion: An outing organised by the education and care service. The written permission of parents/guardians or a person named on the child's enrolment record as having lawful authority must be obtained before educators/staff take children outside the service premises.

Under the *National Regulations*, the definition of 'excursion' does not include an outing organised by services operating from a school site, where the child/ren leave the service premises with an educator/staff member, but do not leave the school site'.

Risk assessment: (In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (*Regulation 101*). Risk assessments must consider:

- the proposed route and location of the excursion
- any water hazards (*refer to Water Safety Policy*)
- any risks associated with water-based activities (*refer to Water Safety Policy*)
- transport to and from the proposed location of the excursion (*refer to Occupational Health and Safety Policy*)
- the number of adults and children participating in the excursion
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g., lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g., first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

A sample Excursion Risk Management Plan is provided on the ACECQA website at: www.acecqa.gov.au (search Sample forms and templates)

Regular outing: (In relation to education and care services) means an excursion (*refer to Definitions*) such as a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

Service event: A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an excursion.

Supervision: refer to adequate supervision in *Definitions* above.

5. SOURCES AND RELATED POLICIES

SOURCES

- Kidsafe: www.kidsafe.com.au
- The Royal Children's Hospital Community Information team (formerly Safety Centre) provides information on safety promotion and injury prevention: www.rch.org.au.
- WorkSafe Victoria: www.worksafe.vic.gov.au
- Guide to the National Quality Framework (ACECQA): <http://acecqa.gov.au/>
- Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA): <http://acecqa.gov.au/>

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- record and monitor complaints and incidents in relation to the supervision of children and amend the policy and procedures as required
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures, unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Supervision risk management template

AUTHORISATION

This policy was adopted by the Approved Provider of Precious Gems Childcare on 1st December 2022.

REVIEW DATE: 01/01/2024

ATTACHMENT 1

Supervision risk management template

This template is designed as a tool to be developed and used by all educators involved in the supervision of children at the service, and should be reviewed regularly and made available to all staff working in the program. There may be additional areas that your service will want to include in the Supervision risk management template.

Area/equipment	Potential supervision risk	Action to reduce or eliminate risk
Fixed equipment e.g. swings, fixed climbing equipment, slides etc.		
Layout of the internal and/or external areas of the service including a description of areas that provide challenges to supervision e.g. children's bathrooms, L-shaped playgrounds or playrooms, behind structures or features in the playground etc.		
Staff supervision responsibilities including: quiet/active learning spaces; during indoor and outdoor programs; specific programmed experiences; and the supervision of students and volunteers		
Potential hazards e.g. protruding tree roots, small pieces of equipment etc.		
Arrival and departure of children		