

Child Safe Environment: Excursions and Regular Outings

Policy/Procedure Number: C 4

Policy/Procedure Requirement: National Quality Standards 4, 6 & 7; Regulations 100-102 & 168

Policy Statement

Excursions and outings can enrich children's learning and the Service supports and actively encourages age appropriate and safe excursions and regular outings for children in FDC.

Rationale

FDC Educators are encouraged to include excursions and outings as part of the provision of education and care for children in their care. To make these experiences truly valuable, Educators are encouraged to work with children, families and the coordination unit and consider all aspects of children's health, safety and wellbeing.

Strategies and Practices

The Coordination Unit will:

- Assist Educators by providing necessary forms for them to collect information and permission from families for excursions
- At the time of enrolment, inform families of the regulatory requirements relating to excursions
- Plan, implement and evaluate appropriate and innovative events and excursions for Educators, children and families
- Undertake a risk assessment for all Coordination Unit planned events and excursions and provide a copy to Educators prior to the event
- Consult with Educators and parents in planning the excursion/event calendar
- Develop and distribute flyers to Educators for each excursion/event
- Manage the booking procedure and collect money (if applicable) for each excursion/event

Educators will:

- **Advise parents of all regular and non-regular excursions** that are conducted during care hours; including frequency, mode of transport used, others attending and purpose of excursion
- **Undertake a Risk Assessment before seeking authorisation** from parents/guardians to take children outside the FDC residence for an excursion
- Record regular and non-regular excursions on the appropriate excursion form
- **Ensure that no child leaves an Educator's home** to participate in an excursion **without authorisation** from the parent/guardian
- Ensure regular excursion forms are completed with parents/guardians at the commencement of care and updated at the commencement of every calendar year or when details change

- Plan ahead to minimise risks and avoid accidents and injuries on excursions
- Review plans after each excursion and outing and if needed, make modifications prior to next outing
- **On all outings**, carry an ID Card (e.g. drivers licence), Working with Vulnerable People Card, up to date Child Detail cards, tissues, drinks, snacks, nappies, spare clothes, an operational mobile phone, children's medical management plans, any medication and an excursion First Aid Kit
- Assess the suitability of the excursion site considering the following:
 - Proposed routes and destination for the excursion
 - Transport to and from destination
 - Duration of the excursion
 - Items taken on excursion
 - Any water hazards
 - Risks associated with water-based activities
 - Parental attitudes
 - Supervision issues
 - Age appropriateness, time and safety of location
 - Children's sleep and rest requirements
 - Meal and snacks and transportation of any food
 - Medical or health needs of children attending
 - Availability of shade / shelter
 - Availability of toilets, hand washing, stroller/wheelchair access, mobile phone coverage, water
 - Animals
 - Compliance with the Service's Sun Policy regarding time of day
 - Pedestrian safety, traffic, car parking
 - Access for emergency services
- Check for potential hazards such as broken glass, syringes or damaged playground equipment
- Educator should take a **mobile phone** and a list of **emergency contact numbers for children** on the excursion

Parents will:

- Read the excursion risk assessment form prior to giving permission for their child to attend.
- Read and sign the excursion permission form before an Educator can take a child on a regular or non-regular excursion.
- Will discuss with and supply Educators with any form of safety harness that they wish an Educator to use. Parents must give permission for harnesses to be used.

Day-to-Day Service Management of Health and Safety Policies

- Reviewed quarterly and as required

Resources and Further Readings

- Education and Care Services National Law & Regulations
- ACECQA National; Quality Framework Resource Kit www.cecqa.gov.au
- Childcare Service Handbook 2013-2014

Related FDC Policies, Procedures & Documents

- Child Safe Environment: Supervision, Child Protection and Hazard Prevention
- Health & Safety: Nutrition & Dietary Requirements
- Health & Safety: Administration of First Aid
- Health & Safety: Sun Protection
- Health & Safety: Water Safety
- Excursion Risk Management Plan
- Child Detail Cards
- Medical Management Plans
- Medication Record

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