

## Excursions and Regular Outings

Policy/Procedure Number: QA2 - 13

Policy/Procedure Requirement: National Quality Standards 4, 6 & 7; Regulations 99, 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. Excursions and regular outings are an important part of our educational program, providing opportunities for the children to build connections with the local community and contributing to their sense of belonging and connection with the world around them.

### 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 Coordinators and consider all aspects of children's health, safety and wellbeing.

Children's safety, health and wellbeing is paramount, and all experiences for the service, including excursions and regular outings, will be conducted in a way that minimises and addresses any risks identified.

### Strategies and Practices

#### Responsibilities of the Service:

The Service will:

- Ensure the safety, health and wellbeing of children during excursions and regular outings by ensuring that **Risk Assessments** are completed, and **Parent Authorisations** are obtained for each excursion and outing
- Regulate when and how risk assessments will be conducted for each excursion to ensure consideration of all relevant risks and how they are minimised
- Ensure that Educators are aware of their roles and responsibilities in relation to excursions and regular outings keeping in mind any risks associated with children of differing ages, physical capabilities, and developmental stages
- Supply the Genesis FDC Educator Diary at the beginning of each calendar year that includes the forms and templates for excursion risk assessments and parent authorisations
- Consult with Educators and parents in planning the excursion/events

## Planning and Preparation

All excursions must be planned to ensure:

- There is adequate supervision so children cannot be separated from the group
- Access to hazardous equipment and environments are minimised
- There is adequate access to food, drink and other facilities (toilets, hand washing etc)
- Adequate sun and shade protection is available
- Educators to always comply with the requirement of Regulation 124 to care for no more than 7 children including no more than 4 under school age children
- Where an excursion is organised by the Service, consider the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills re required (for example: life-saving skills)
- 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

## Excursion Risk Assessment

Educators must conduct a risk assessment prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion and specify how the risks identified are minimized and/or managed.

- Educators must seek the assistance of FDC Coordinators if they have any questions regarding the preparation of the risk assessments
- Educators to use the Risk Assessment forms and templates included in the Genesis FDC Educator Diary for undertaking and recording the risk assessments
- Educators should ask parents to view the risk assessments prepared for each of the excursion for which they seek a parent's authorisation

- A risk assessment must consider:
  - The proposed route and destination for the excursion
  - Any water hazards and any risks associated with water-based activities
  - Activities to be undertaken as part of the excursion/ outing
  - If any water-based activities, the risks associated with those activities
  - Transport to and from destination
  - Number of adults and children involved in the excursions
  - Duration of the excursion
  - Pedestrian safety, traffic, car parking
  - Determine the duration of the excursion
  - Items to be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans etc)
- Specific risks related to transportation, as well as the transition between a vehicle and the FDC residence or other location, and how they can be managed are detailed in the ***Transportation of Children Policy*** (QA2-14)

### Parent Authorisation

- A child must not be taken outside the FDC Residence on an excursion or outing unless written authorisation has been provided by a parent or other authorised person named in the child's enrolment record
- The Risk Assessment forms & templates included in the Genesis FDC Educator Diary require the following information to be included for each excursion/ outing:
  - The reason (purpose) for the excursion
  - Day & Time (from what time to what time) of the excursion
  - Proposed destination for the excursion
  - Mode of transport for the excursion
  - Proposed activities to be undertaken by the child during the excursion
  - Expected Number of children likely to be attending the excursion
- Parents are to view the relevant excursion risk assessments documented in the Genesis FDC Educator Diary, and use the Genesis FDC "***Parent Authorisation for Excursions & Outings***" Form that references the excursion risk assessments and the information contained therein, to provide authorisation for the excursions
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period

### Responsibilities of the Coordinators:

The Coordinators will:

- Assist Educators in completing the risk assessments for excursions
- Also, plan, implement and evaluate appropriate and innovative events and excursions for Educators, children and families

- Undertake a risk assessment for all Coordinators' planned events and excursions and provide a copy to Educators prior to the event
- As required, develop and distribute flyers to Educators for each excursion/event

### Responsibilities of the Educators:

The Educators will:

- At the time of enrolment, inform families of the policies and procedures available on the Service website including on excursions
- **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
- **Ensure that the appropriate Risk Assessment** is completed for all excursions and outings
- **Ensure that no child leaves an Educator's residence** to participate in an excursion **without authorisation** from the parent/guardian
- Ask parents to provide authorisations for planned, regular excursions at the commencement of care and update them at the commencement of every calendar year or when details change
- Plan well 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 excursions/ 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
- 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
- Ensure that all required documents are current eg. Drivers Licence and Motor Vehicle Comprehensive Insurance Policy and Motor Vehicle Registration
- Ensure that a Child Restraint Safety Check is obtained every 12 months
- Ensure the required educator to child ratios are in place and children are supervised at all times
- Undertake regular attendance checks to account for all children
- Ensure family members attending the excursion understand the expectations and are not left alone with any child or group of children
- Ensure all children's health and medical needs are taken on the excursion (first aid kit, personal medication, medical managements plans, etc.)

## Responsibilities of the Parents:

The Parents will:

- Read the excursion risk assessment form prior to giving permission for their child to attend
- Read and sign the **Parent Authorisation For Excursions & Outings** form before an Educator can take a child on an excursion/ outing
- 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
- Ensure required medication for their child is in date and available to take on an excursion

## Resources and Further Readings

- Education and Care Services National Law & Regulations
- ACECQA National; Quality Framework Resource Kit [www.acecqa.gov.au](http://www.acecqa.gov.au)

## Related FDC Policies, Procedures & Documents

- Supervision, Child Protection and Hazard Prevention
- Nutrition & Dietary Requirements
- Administration of First Aid
- Sun Protection
- Water Safety
- Excursion Risk Management Plan
- Child Detail Cards
- Medical Management Plans
- Medication Record
- Incident, Injury, Trauma and Illness Procedures
- Providing a Child Safe Environment
- Sleep and Rest
- Delivery and Collection of Children
- Medication Policy
- Dealing with Medical Conditions
- Transportation of Children
- Child Enrolment and Parent Agreement Form
- Acceptance & Refusal of Authorisations

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