

Intereach Children's Services

Excursion Procedure



Applies to	Intereach Family Day Care (FDC) and Intereach Out Of School Hours (OOSH)				
Policy	NQS Two: Children's Services Health and Safety Policy				
Version	3.0	Date approved	9/11/2023	Next review date	9/11/2026

1. Objective

Intereach Children's Services believe that excursions and regular outings are a valuable part of our educational program, providing opportunities for children to build connections with the local community, contribute to their sense of belonging and connection with the world around them.

Intereach are committed to ensuring the safety, health and wellbeing of children during excursions and regular outings by conducting risk assessments and ensuring authorisations are obtained by families or other authorised persons.

2. Responsibilities

It is the responsibility of the Nominated Supervisors to:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met;
- ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion;
- ensure all children have written authorisation from families to leave the service on an excursion;
- ensure educator to child ratios are maintained during the excursion; and,
- take reasonable steps to ensure that educators and staff follow the policy and relevant procedures.

It is the responsibility of the FDC Coordination Unit and the OOSH Nominated Supervisor or the responsible person to:

- review and approve a completed Benefit Risk Assessment Plan prior to an excursion taking place;
- ensure a new risk assessment is completed when circumstances change for excursions or regular outings;
- ensure all children attending the excursion have written authorisation from families to attend prior to the excursion or regular outings;
- ensure educators and staff understand the details of the excursion, the expectations, and their supervision responsibilities; and,
- verify that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.) (OOSH only).

It is the responsibility of Educators and staff to:

- complete a Benefit Risk Assessment Plan to identify and assess any risks associated with the excursion to the safety, welfare and well-being of any child participating in the excursion;
- ensure the excursion is carried out in line with the Benefit risk assessment, Excursion and Transport procedures;
- check that all children attending the excursion have written authorisation from families or authorised persons named on the enrolment to attend prior to the excursion;

Intereach Children's Services Excursion Procedure

- complete a new risk assessment every 12 months or when circumstances change;
- ensure the correct ratio of educators to children as per the *Intereach Children's Services Supervision Procedure* 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;
- take all children's health and medical needs on the excursion (first aid kit, personal medication, medical management plans, etc.); and,
- keep all risk assessments and authorisation forms on file as per the *Intereach Data Security and Retention Policy*.

It is the responsibility of families to:

- sign the authorisation forms for their child to attend the excursion or regular outing and ensure all information required is up-to-date;
- be aware of all the information about the excursion or regular outing and ask questions if more information is needed;
- if volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities; and,
- ensure required medication for their child is in date and available to take on an excursion.

3. Procedure

3.1. Benefit Risk assessments

Educators will carry out a benefit risk assessment which will identify and assess risks that the excursion or regular outing may pose to the safety, health or wellbeing of any child taken on the excursion and specify how the identified risks will be managed and minimised.

Risk assessments for excursions will be based on:

- knowledge of the venue and the facilities available, including a physical visit to the venue if the educator or staff member has not already done so;
- safety of the venue: suitability and ability to adequately supervise children at all times;
- weather conditions which would make the excursion/venue unsuitable or weather alerts for fire, flooding or storms;
- the safest method of transporting the children to and from the venue; including the means of transport and the process for entering and exiting the education and care service and the pick-up location or destination;
- the requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
- meals, snack and drinking water, how these will meet children's nutritional needs and be provided in a hygienic way;
- children's sleep and rest requirements;
- children's toileting/nappy change requirements and specific clothing and equipment which is appropriate to the activity;
- risk of infection;
- the proposed activities and the learning outcomes for children considering their ages, capabilities and interests;
- supervision requirements, refer to the *Children's Services Supervision Procedure*;

- the proposed duration of the excursion;
- the proposed route and destination for the excursion;
- threats posed by strangers, stray pets or natural pests such as birds;
- consider Medical conditions for each child; and,
- consideration of any water hazards and any risks associated with water-based activities.

3.2. Adequate Supervision

Supervision implications are considered during the planning of the excursion and when completing benefit risk assessment, including the understanding of different ages and abilities of children will need different levels of supervision.

Adequate supervision will be provided during excursions and periods of transportation including during different times within excursions. (Refer to the *Children's Services Supervision Procedure*) while maintaining the educator-to-child ratios to ensure the safety, welfare and wellbeing of children during excursions.

Children will be closely supervised when they are in a situation that presents a higher risk of injury, e.g. during water play or during transportation provided or arranged by the service.

3.3. Essential items taken on excursions

Items to be taken on excursions will include:

- drinking water and food where necessary given time and location of outing;
- a fully stocked and up to date first aid kit;
- a readily accessible list (electronic or hard copy) of all children with relevant personal details and parent/guardian contact numbers;
- a readily accessible list (electronic or hard copy) of all relevant contact numbers;
- a mobile phone that is charged, has credit and has no restrictions for making or receiving calls;
- readily accessible (electronic or hard copy) management plans and medication for any child where it appropriately applies to their medical condition;
- items that support individual children's needs e.g. nappies, wipes, change of clothes, etc.;
- items that support the sun safe policy e.g. sunscreen, appropriate clothing and hats; and,
- educator details including the name of the educator and the name and number of the Nominated Supervisor (electronic or hard copy).

3.4. Authorisation for Excursions and Regular Outings

A parent or authorised person must provide written authorisation for an excursion or regular outing prior to any child attending.

Casual or relief children may be included in the excursion if a parent's or authorised contact's permission has been given.

Regular outings may include but are not limited to:

- going to or from a school to collect children who attend the service;
- shopping;
- visiting the local library;
- attending a park or playground; and/or,
- attending a local aged care facility.

If there is a change to a regular outing (for example the library has changed premises), a new benefit risk assessment must be completed, and the educator must obtain authorisation from the parents/guardian.

3.5. Record Keeping

All records relating to a child enrolled at the service must be kept for three years from the last day they were educated and cared for by the service, this includes risk assessments and authorisation.

4. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, coordinators, volunteers and students or when there is a legislative change.

5. National Quality Framework

Element	Concept	Description
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
6	Collaborative partnership with families and communities	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

6. Context	
6.1. Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p>
6.2. Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority (2017). National Quality Standards</p> <p>Australian Children's Education and Care Quality Authority (2017). Guide to the National Quality Framework</p> <p>Department of Education, Employment and Workplace Relations. Childcare Service Handbook – July 2023</p> <p>Early Childhood Australia (2016). Code of Ethics</p> <p>Macquarie University. Kids and Traffic resources. Accessed November 2019 from http://www.kidsandtraffic.mq.edu.au/</p> <p>VicRoads. Child Restraints. Accessed November 2019 from https://www.vicroads.vic.gov.au/</p> <p>Transport for NSW. Childcare Seats. Accessed November 2019 from https://roadsafety.transport.nsw.gov.au/</p> <p>Roads and Maritime Services. Child Care Seats – Make the safest choice. Accessed November 2019 from https://www.childcarseats.com.au/legal-requirements/</p> <p>Department of Education and Training Victoria. Excursions and regular outings. Accessed November 2019 from https://www.education.vic.gov.au/</p> <p>Child Safe Standards NSW</p> <p>Child Safe Standards ViC</p>

6.3. Internal Documentation	ASCIA Anaphylaxis Action Plan Benefit Risk Assessment Plan Children's Services Supervision Procedure Sun Protection Procedure Water Safety Procedure Providing a Child Safe Environment Procedure Transport Procedure Incident, Injury, Trauma and Illness Procedure Dealing with Medical Conditions Procedure Delivery and Collection of Children Procedure Intereach Data Security and Retention Policy Incident, Injury, Trauma and Illness Form (Hard copy book) Medical Management Plan Medical Risk Minimisation Plan Child Medication Record Benefit Risk Assessment Form – Transport, Excursions or Regular Outings Excursion and Transportation Authorisation Form Authorisation for Transport and Regular Outings (FDC) ASC Regular Excursion and Transportation Authorisation Form (OOSH)
------------------------------------	--

7. Document control			
Version	Date approved	Approved by	Next review
1.0	16/06/2020	R. Phillips -Acting Senior Manager, Children and Family Services	16/06/2023
2.0	29/9/2020	S. Hall - General Manager, Operations	29/09/2023
2.1	12/4/2021	T Mercer - Program Manager, Quality (minor change)	29/09/2023
3.0	9/11/2023	M. Piffero – General Manager, Operations	9/11/2026