

## Purpose

The purpose of the policy is to guide all staff members and Educators when considering excursions to adequately determine their value against the risk of leaving the Family Day Care premises or venue.

## Scope

Staff, Educators, Relief Educators, management, volunteers, children and parents/guardians.

## Definitions

Routine Excursion: refers to any excursion where the Educator and children leave the designated Family Day Care premises while children are in the care of the Educator that happens on a regular basis at least monthly.

Non Routine Excursion: refers to any other excursion where the Educator and children leave the designated Family Day Care area of the premises while children are in the care of the Educator.

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

## Policy Content

Greater Hume Children Services believe well thought out excursions expand and compliment Educators programs to ensure children are offered a wide range of experiences and allow children to be connected and make contributions to their world. Educators in many instances also must provide drop-off and pick-up services to facilitate the inclusion of children and meet the needs of families.

The service will:

- i. ensure that parents/guardians are included in making decisions with Educators and staff about their children and are consulted about how often and where children are taken on excursions.
- ii. ensure that required documentation, including risk assessment forms, and authorisations from families and coordination unit staff are completed prior to the excursion taking place.
- iii. ensure that the unique and individual needs of children are considered along with a view that children are accomplished and capable and will have the opportunity to provide input when making decisions about excursions.
- iv. ensure that Educators and coordination unit staff thoroughly plan and fully assess the worth of excursions against the risks of leaving the regulated environment of the family day care premises.
- v. ensure that coordination unit staff actively guide and inform Educators and ensure they receive training prior to commencement. Staff and Educators will remain vigilant when planning and conducting excursions and continuously update their knowledge about safety for children.
- vi. ensure that all excursions are conducted in the safest manner possible.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure (No 75)  
 Greater Hume Shire Council Model Code of Conduct  
 Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)  
 Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)  
 Emergency and Evacuations (GHCS.GOV.POL.006.1)  
 Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)  
 Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)  
 Visitors to the Family Day Care Residence and Venues (GHCS.GOV.POL.021.1)  
 Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

### Links to Procedures

Excursions Procedure  
 Nutrition Food and Beverages and Dietary Requirements Procedure  
 Sun Protection Procedure  
 Water Safety Procedure  
 Administration of First Aid Procedure  
 Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

### References

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations – November 2011  
 Belonging, Being and Becoming; The Early Years Learning Framework for Australia; Commonwealth of Australia 2009  
 My Time, Our Place. Framework for School Age Care in Australia; Commonwealth of Australia 2011  
 Kidsafe Family Day Care Safety Guidelines 4th edition - 2008  
 www.kidsafe.com.au (accessed 12.1.12 8.59 am)

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulation 2011 Regulation 168 (2) (i)  
 Education and Care Services National Law Act 2010

### Associated Records

### Document Control

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