

Document Name	Document Version Number	Review Date
Excursions Policy	1.0.2	March 2021
Date Adopted	Minute Number	Status
25 September 2019	5403	Revised

Purpose

Our education and care service is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 1: Educational Program and Practice – Standard 1.1 <
National Quality Standard, Quality Area 2: Children’s Health and Safety – Standard 2.2

Definitions

Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children’s experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all.

Policy Content

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 102(4).

Ensuring that educator-to-child ratios are maintained at all times, including during excursions.

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.

Implementing Approved Provider responsibilities as delegate (see above).

Ensuring that each child’s personal medication and current medical management plan is taken on excursions and other off-site activities.

Ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other off-site activities.

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.

Ensuring an accurate roll of attendance is taken and checked regularly

Links to Policy

Enrolment and Orientation Policy

Child Protection

Code of Conduct

Incident injury trauma and illness

Providing a child safe environment

Sun safety

Water Safety

Administration of first aid

Emergency evacuations

Nutrition food beverage and dietary requirements

Participation of volunteer and students

Links to Procedure

Excursion Procedure

Links to Forms

Benefit risk excursion and Hazard management audit form

Benefit risk activity and hazard management form

References

ACECQA's sample Excursion Risk Management Plan – www.acecqa.gov.au SOURCES

Belonging, Being & Becoming – The Early Years Learning Framework for Australia

Guide to the National Quality Standard, ACECQA

Kidsafe NSW – www.kidsafensw.org Kids and Traffic – www.kidsandtraffic.mq.edu.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010

Education and Care Services National Regulations: Regulations 98, 99, 100, 101, 102, 123, 357

Work Health and Safety (WHS) Act 2011

Work Health and Safety (WHS) Regulation 2011

Associated Records

Nil