**EXCURSIONS, SERVICE EVENTS AND REGULAR OUTING POLICY**

**Mandatory – Quality Area 2**

**PURPOSE**

This policy will provide guidelines for Shine Bright EYM to plan and conduct safe and appropriate excursions, service events and regular outings.

**POLICY STATEMENT**

**1. VALUES**

Shine Bright EYM is committed to:

* providing opportunities through the educational program for children to explore and experience and connect with their community and broader environment
* ensuring that all excursions and service events are accessible, affordable and enhance children’s learning and development
* ensuring the health, safety and wellbeing of children at all times, including during excursions, service events and routine outings
* providing adequate supervision of all children during excursions, service events and regular outings

**2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person in Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Shine Bright EYM, including during offsite excursions, events and regular outings

**3. BACKGROUND AND LEGISLATION**

**Background**

Excursions, service events and regular outings are planned to extend the educational program and further develop the current interests of children. “Participating in their communities strengthens children’s sense of identity and wellbeing” (Outcome 2: Children are connected with and contribute to their world, *Victorian* *Early Years Learning and Development Framework –* refer to *Sources*). The purpose and educational valueof each excursion, service event or regular outing should be clearly communicated to parents/guardians.

When planning excursions, service events and regular outings, it is important to ensure that they are inclusive of all members of the service community. Consideration must be given to any extra costs involved and the ability of families to pay these costs. Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity* *Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and

*Epilepsy Policy*). Clear procedures must be developed and followed, and these should be communicated toparents/guardians.

A risk assessment must be carried out for each excursion to determine any risks to children’s health, safety or wellbeing before permission is sought from parents/guardians (Regulations 100, 101). The risk assessment must identify each risk and specify how the risk will be managed and/or minimised (Regulation 101). Written authorisation for the child to attend the excursion or regular outing must be obtained from a parent/guardian or person named in the child’s enrolment record before the child can be taken outside the service premises. For details regarding information to be included in the written authorisation, refer to Attachment 1.

**Legislation and standards**

Relevant legislation and standards include but are not limited to:

* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011: Regulations 98, 99, 100, 101, 102, 123, 355, 357, 360
* National Quality Standard, Quality Area 1: Educational Program and Practice

Standard 1.1: An approved learning framework informs the development of a curriculum that enhances each child’s learning and development

Element 1.1.3: The program, including routines, is organised in ways that maximise opportunities for each child’s learning

Element 1.1.5: Every child is supported to participate in the program

* *National Quality Standard*, Quality Area 2: Children’s Health and Safety

Standard 2.3: Each child is protected

* + - Element 2.3.1: Children are adequately supervised at all times
		- Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

**4. DEFINITIONS**

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Adequate supervision:** (In relation to this policy) **supervision** entails all children (individuals and groups)in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that staff are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

* number, age and abilities of children
* number and positioning of staff
* current activity of each child
* areas in which the children are engaged in an activity (visibility and accessibility)
* developmental profile of each child and of the group of children
* experience, knowledge and skill of each educator
* need for staff to move between areas (effective communication strategies).

**Attendance Record:** Kept by the service to record details of each child attending the service includingname, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**Excursion:** An outing organised by the education and care service. The written permission ofparents/guardians or a person named on the child’s enrolment record as having lawful authority must be obtained before staff take children outside the service premises.

Under the National Regulations, the definition of ‘excursion’ does not include an outing organised by services operating from a school site, where the child/ren leave the service premises with an educator/staff member, but do not leave the school site.

**Service event:** A special activity, event, visitor or entertainment organised by the education and careservice that may be conducted as part of a regular session at the service premises or as an excursion.

**Regular outing:** (In relation to education and care services) means a walk, drive or trip to/from a locationthat the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If the excursion is a regular outing, an authorisation from

parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

**Risk assessment:** (In the context of this policy) a risk assessment must identify and assess any hazardthat poses a risk to a child’s health, safety and/or wellbeing during an excursion/service event, and specify how these risks will be managed and/or minimised (Regulation 101). Risk assessments must consider:

* the proposed route and location of the excursion
* any water hazards (refer to *Water Safety Policy*)
* any risks associated with water-based activities (refer to *Water Safety Policy*)
* transport to and from the proposed location of the excursion or regular outing (refer to *Occupational* *Health and Safety Policy*)
* the number of adults and children participating in the excursion or regular outing.
* the number of staff or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
* the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
* the proposed duration of the excursion or regular outing, and the impact of this on children with varying levels of ability, additional needs or medical conditions
* any items/information that should be taken on the excursion or regular outing e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

**Supervision:** refer to **adequate supervision** in*Definitions*above.

**5. SOURCES AND RELATED POLICIES**

**Sources**

* Belonging, Being & Becoming – The Early Years Learning Framework for Australia: [www.deewr.gov.au/EarlyChildhood/Policy\_Agenda/Quality/Pages/EarlyYearsLearningFramework.aspx#](http://www.deewr.gov.au/EarlyChildhood/Policy_Agenda/Quality/Pages/EarlyYearsLearningFramework.aspx#keydocuments) [keydocuments](http://www.deewr.gov.au/EarlyChildhood/Policy_Agenda/Quality/Pages/EarlyYearsLearningFramework.aspx#keydocuments)
* Guide to the National Quality Standard, ACECQA: [www.acecqa.gov.au](http://www.acecqa.gov.au/) and <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF03-Guide-to-NQS-130902.pdf>
* Victorian Early Years Learning and Development Framework: [www.education.vic.gov.au/earlylearning/eyldf/default.htm](http://www.education.vic.gov.au/earlylearning/eyldf/default.htm)

**Service policies**

* Acceptance and Refusal of Authorisations Policy
* Administration of First Aid Policy
* Administration of Medication Policy
* Anaphylaxis Policy
* Asthma Policy
* Code of Conduct Policy
* Curriculum Development Policy
* Dealing with Medical Conditions Policy
* Delivery and Collection of Children Policy
* Diabetes Policy
* Emergency and Evacuation Policy
* Enrolment and Orientation Policy
* Epilepsy Policy
* Fees Policy
* *Food Safety Policy*
* *Healthy Eating, Oral Health & Active Play*
* *Hygiene Policy*
* *Incident, Injury, Trauma and Illness Policy*
* *Inclusion and Equity Policy*
* *Interactions with Children Policy*
* *Occupational Health and Safety Policy*
* *Participation of Volunteers and Students Policy*
* *Sun Protection Policy*
* *Supervision of Children Policy*
* *Water Safety Policy*

**PROCEDURES**

**The Approved Provider is responsible for:**

* developing an *Excursions, Service Events and Regular Outing Policy* in consultation with the, staff and parents/guardians at the service
* ensuring strategies are in place to provide an accurate attendance record (refer to *Definitions*) for children attending an excursion, and for children remaining at the service while an excursion or regular outing is happening.
* ensuring that excursions, service events or regular outing are based on the educational program and meet the needs and interests of children and families at the service (linked to future *Curriculum* *Development Policy*)
* ensuring that a risk assessment (refer to *Definitions*) is carried out for each service event in consultation with all staff involved (in accordance with Regulation 101). It is to be signed off by the Nominated Supervisor and submitted to Shine Bright EYM, (Regulation 100(1)) one week prior to the event. It is to be shared with parents and displayed prominently at the entrance of the service before authorisation is sought from parents/guardians
* ensuring that the number of children attending an excursion or regular outing does not exceed the number for which service approval has been granted on that day, additional children may attend if in the care of parent/guardian. Additional children not to be signed in attendance book but listed as visitors along with their parents/guardians. The risk assessment must consider these additional children and families.

**The Nominated Supervisor is responsible for:**

* ensuring that excursions and service events are based on the educational program and meet the needs, interests and learning goals of all children and families at the service (refer to *Curriculum Development Policy*)
* ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians via the Excursion/Regular Outing Permission Form
* ensuring that all parents/guardians have completed, signed and dated their child’s enrolment form (refer to *Enrolment and Orientation Policy*) including details of persons able to authorise an educator to take their child outside the service premises (Regulation 160)
* ensuring that a child does not leave the service premises on an excursion or regular outing 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) (refer to Attachments)
* ensuring that children are adequately supervised (refer to *Definitions*) at all times
* ensuring that educator-to-child ratios are maintained at all times, including during excursions, service events and regular outings (Regulations 123, 355, 357, 360)
* ensuring only staff who are working directly with children are included in educator-to-child ratios (this does not include Kindergarten Inclusion Support {KIS} Assistants)
* ensuring that a risk assessment (refer to *Definitions*) is carried out for each excursion, service event or regular outing in consultation with all staff involved (in accordance with Regulation 101). It is to be signed off by the Nominated Supervisor and submitted to Shine Bright EYM, (Regulation 100(1)) one week prior to the event. It is to be shared with parents and displayed prominently at the entrance of the service before authorisation is sought from parents/guardians
* ensuring that parents/guardians, volunteers, students and all adults participating in an excursion or regular outing are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
* ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101 (refer to Attachments)
* considering the financial ability of families before deciding on an excursion, service event or regular outing that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service’s budget and, as a result, will not incur additional charges
* ensuring that proposed excursions, service events or regular outings are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*,
* *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
* ensuring an accurate attendance record (refer to *Definitions*) is kept for children attending an excursion or regular outings.
* ensuring that there is an accurate list of all adults participating in an excursion or regular outing, including parents/guardians, volunteers and students, with contact details for each individual
* ensuring that each child’s personal medication and current medical management plan is taken on excursions or regular outing and other offsite activities (refer to *Dealing with Medical Conditions Policy,* *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
* providing and maintaining a portable first aid kit that can be taken on excursions and regular outings.
* providing portable first aid kits that contain the required medication for dealing with medical conditions
* ensuring sunscreen (if required) is taken on excursions and regular outings.
* 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
* providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (Regulation 98)
* ensuring that notification of regular outings will be posted beside the sign-in book detailing information including: destination, route taken, departure and return times and staff ratios .Attachment 3
* displaying a notice at the service indicating that children are on an excursion or regular outing, and including the location of the excursion or regular outing and expected time of return to the service. Attachment 3
* ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings (refer to
* *Definitions*), and that this authorisation is kept in the child’s enrolment record (Regulation 161)
* ensuring that a child does not leave the service premises on an excursion or regular outing 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) (refer to Attachments)
* ensuring that the number of children attending an excursion or regular outing does not exceed the number for which service approval has been granted on that day, additional children may attend if in the care of parent/guardian. Additional children not to be signed in attendance book but listed as visitors along with their parents/guardians. The risk assessment must consider these additional children and families.
* ensuring that children are adequately supervised (refer to *Definitions*) at all times
* ensuring that educator-to-child ratios are maintained at all times, including during excursions, service events and regular outings. (Regulations 123, 355, 357, 360)

**All other staff are responsible for:**

* reading and complying with the requirements of the *Excursions, Service Events and Regular Outing* *Policy*
* providing parents/guardians or a person named in the child’s enrolment record with an excursion, service event or regular outing authorisation form
* checking that a parent/guardian or person named in the child’s enrolment record has completed, signed and dated the excursion, service event or regular outing authorisation form prior to the excursion, service event or regular outing.
* allowing a child to participate in an excursion, service event or regular outing only with the written authorisation of a parent/guardian or person named in the child’s enrolment record
* maintaining the required educator-to-child ratios at all times, and adequately supervising (refer to *Definitions*) children during excursions, service events or regular outings.
* adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, service event or regular outing, and ensuring that they are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
* undertaking a risk assessment (refer to *Definitions*) for an excursion, service event or regular outing prior to obtaining written authorisation from parents/guardians
* ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by Regulation 101 (refer to attachments)
* developing excursions, service events or regular outings based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child (refer to *Curriculum Development Policy*)
* communicating the purpose and educational value of each excursion, service event or regular outing to parents/guardians
* including all children in excursions, service events or regular outings regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical* *Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
* taking each child’s personal medication and current medical management plan on excursions and regular outings (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
* taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and regular outings
* keeping an accurate attendance record (refer to *Definitions*) of children attending excursions and regular outings
* keeping an accurate list of all adults participating in an excursion, service event or regular outings including parents/guardians, volunteers and students, with contact details for each individual
* taking a mobile phone, a copy of the attendance record, emergency contact details for each child and the contact details of the child’s medical practitioner on excursions for notification in the event of an incident, injury, trauma or illness
* taking sunscreen (if required) on excursions or regular outings
* discussing the aims and objectives of the excursion, service event or regular outing, and items of special interest, with children prior to undertaking the activity
* informing parents/guardians of items required by children for the excursion, service event or regular outing e.g. snack/lunch, sunscreen, coat etc.

**Parents/guardians are responsible for:**

* completing and signing the authorised nominee section (refer to *Definitions*) of their child’s enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the service
* completing, signing and dating excursion, service event or regular outing authorisation forms
* providing written authorisation for their child to leave the service premises on routine outings
* reading the details of the excursion, service event or regular outing provided by the service and asking for additional information if required
* providing items required by their child for the excursion, service event or regular outing e.g. snack/lunch, sunscreen, coat etc.
* understanding that, if they participate in an excursion, service event or regular outing as a volunteer, they will be under the immediate supervision of an educator or the Approved Provider at all times
* if participating in an excursion, service event or regular outing, informing an educator immediately if a child appears to be missing from the group
* supervising and caring for siblings and other children in their care who are not enrolled in the program
* complying with all service policies while participating in an excursion, service event or regular outing including the *Code of Conduct Policy*, *Sun Protection Policy* and *Hygiene Policy.*

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

* regularly seek feedback from everyone affected by the policy regarding its effectiveness
* monitor the implementation, compliance, complaints and incidents in relation to this policy
* keep the policy up to date with current legislation, research, policy and best practice
* revise the policy and procedures as part of the service’s policy review cycle, or as required
* notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

* Attachment 1: Excursion, Service Event Authorisation Form
* Attachment 2: Regular Outing Authorisation Form
* Attachment 3: Regular Outing Sign
* Attachment 4: Parent/Guardian Information when attending Excursion, Service Event or Regular Outing
* Attachment 5: Excursion, Service Event and Routing Outing Risk Management Plan

**AUTHORISATION**

This policy was adopted by Shine Bright EYM in July 2019

**REVIEW DATE:** July 2022

**EXCURSIONS/SERVICE EVENTS**

**PARENT / GUARDIAN CONSENT FORM**

The *Education and Care Services National Regulations 2011* (Regulation 102) specify that written authorisations for excursions, given by a parent/guardian or person authorised on the child’s enrolment record, must include the following details:

Name of Kindergarten: Click here to enter text.

Emergency Kindergarten mobile Phone Number for Excursion/Service Event day: Click here to enter text.

Date of Excursion/Service Event: Click here to enter a date.

We plan to take the Children to: Click here to enter text.

Description of Location: Click here to enter text.

Proposed activities to be undertaken by the child during the Excursion/Service Event: Click here to enter text.

Reason for Excursion/Service Event (Educational Program Goals) Click here to enter text.

Departure Time: Click here to enter text. Return Time: Click here to enter text.

The children will be travelling by: Choose an item. Other (please state): Click here to enter text.

Total Number of Staff: Click Here Total Number of other responsible adults: Click here to enter text.

Anticipated Number of Children Attending the Excursion/Service Event: Click here to enter text.

The anticipated Educator to child Ratio is: Click here to enter text.Educator / Click here to enter text. Children

Parents/guardians/siblings are able to participate in the excursion/service event? Choose an item.

Other Information: e.g. items required snack/lunch, sunscreen, hat, coat etc. Click here to enter text.

Parents/guardians will be responsible for the supervision of any additional family members.

A Risk Assessment has been prepared for this Excursion/Service Event and is displayed at the service.

**Description of Excursion/Service Event** Click here to enter text.

**Please complete and return by** Click here to enter a date.

**I give permission for my child**   **(Child Full Name) to take part in this Excursion/Service Event.**

I hereby agree and consent to my child participating in this Excursion/Service Event.

Parent / Guardian Signature: Dated:

Parent/Guardian Name:

Address:

Parent Contact Telephone for the Excursion Day:

I assist on the excursion day Name:

Phone Number:

Additional Emergency Contacts

1. Name Relationship to Child

Address

Telephone:

2. Name Relationship to Child

Address

Telephone:

Child’s Doctor Name: Telephone:

Health Privacy Notification

The personal and health information requested on this form is being collected by Shine Bright EYM for the provision of Community Services. This information will be used solely by Shine Bright EYM, for that primary purpose or directly related purposes. Shine Bright EYM may disclose this information to other allied health professionals for the purpose of continuity of care. If a referral to an allied health professional is required, consent will be obtained at that time, unless exempted by other relevant legislation. If this information is not collected then this may impact on the accuracy of professional advice given to you by the allied health professional and could affect service provision. The applicant understands that the personal and health information provided is for the provision of the **Child Care** and that he or she may apply to Shine Bright EYM for access to and/or amendment of the information. Requests for access and or correction should be made to Shine Bright EYM’s Health Privacy Officer.

**REGULAR OUTING PERMISSION FORM**

**PARENT / GUARDIAN CONSENT FORM**

The *Education and Care Services National Regulations 2011* (Regulation 102) specify that written authorisations for excursions, given by a parent/guardian or person authorised on the child’s enrolment record, must include the following details:

Name of Kindergarten: Click here to enter text.

|  |  |  |
| --- | --- | --- |
| Proposed Location1:Location | Proposed Location2:Location | Proposed Location3:Location |
| Reason for OutingClick here | Reason for OutingClick here | Reason for OutingClick here |
| Description of the LocationClick here | Description of the LocationClick here | Description of the LocationClick here |
| Method of TransportClick here | Method of TransportClick here | Method of TransportClick here |
| Proposed Activities Click here | Proposed Activities Click here | Proposed Activities Click here |
| The period of time for the outingClick here | The period of time for the outingClick here | The period of time for the outingClick here |
| Anticipated Number of ChildrenClick here | Anticipated Number of ChildrenClick here | Anticipated Number of ChildrenClick here |
| Anticipated Educator to Child RatioClick here | Anticipated Educator to Child RatioClick here | Anticipated Educator to Child RatioClick here |
| Anticipated Number of staffClick here | Anticipated Number of staffClick here | Anticipated Number of staffClick here |
| Anticipated Number of other responsible Adults:Click here | Anticipated Number of other responsible Adults:Click here | Anticipated Number of other responsible Adults:Click here |

A Risk Assessment has been prepared and is available at the service.

**I give permission for my child to take part in this Regular Outing.**

I hereby agree and consent to my child (Child full name) participating in this Regular Outing within walking distance of our service during this calendar year.

I understand that notification of such outings will be posted beside the sign-in book detailing information including: destination, route taken, departure and return times and staff ratios.

Parent/Guardian Signature: Dated:

Parent/Guardian Name:

Parent/Guardian Contact Number:

Additional Emergency Contacts

1. Name Relationship to Child

Address:

Telephone

2. Name. ..Relationship to Child

Address

Telephone

Child’s Doctor Name: Telephone:

Health Privacy Notification

The personal and health information requested on this form is being collected by Shine Bright EYM for the provision of Community Services. This information will be used solely by Shine Bright EYM, for that primary purpose or directly related purposes. Shine Bright EYM may disclose this information to other allied health professionals for the purpose of continuity of care. If a referral to an allied health professional is required, consent will be obtained at that time, unless exempted by other relevant legislation. If this information is not collected then this may impact on the accuracy of professional advice given to you by the allied health professional and could affect service provision. The applicant understands that the personal and health information provided is for the provision of the **Child Care** and that he or she may apply to Shine Bright EYM for access to and/or amendment of the information. Requests for access and or correction should be made to Shine Bright EYM’s Health Privacy Officer.



**Regular Outing Notice**

|  |  |
| --- | --- |
| Destination | Click here to enter text. |
| Route | Click here to enter text. |
| Proposed Activity | Click here to enter text. |
| Date of Outing | Click here to enter a date. |
| Expected Departure Time | Click here to enter text. |
| Expected Return Time | Click here to enter text. |
| Total Number of Staff | Click here to enter text. |
| Anticipate Number of Children Attending | Click here to enter text. |
| Anticipated Educator to Child Ratio | Click here to enter text. |
| Anticipate number of any other Adults Attending | Click here to enter text. |
| Additional Information | Click here to enter text. |
| If you need to contact us please call the kindergarten Mobile | Click here to enter text. |



**PARENT INFORMATION WHEN ATTENDING EXCURSIONS, SERVICE EVENTS or REGUALR OUTINGS**

**Prior to commencement of the excursion, service event or regular outing all parents/guardians are to be briefed on the roles and responsibilities of the parent/guardian whilst attending the excursion, service event or regular outing**

Parents/guardians are to be advised of the following:

* The staff in attendance are responsible for the overall event and total supervision and directions given by her/him whilst the children are in care are to be adhered to.
* Staff will hand parents/guardians a list of the children who they will be responsible for throughout the entire excursion, service event or regular outing
* The children are signed into the service and are the responsibility of the service.
* The regulations, policies, philosophies and values of the service are maintained at all times during the excursion.
* Parents/guardians need to be aware that whilst the children have a need to explore and experience the event, very close supervision is required at all times for all children allocated to the parents/guardians, even if this may be contrary to individual parenting styles. Please do not bring any pets along as this makes it more difficult to supervise the children as it creates a further distraction.
* If children need to use the bathroom a staff member is to accompany the child/children.
* Smoking in not permitted.
* If taking photos of your child please ensure no other children appear in the photos.
* You must not post photos or images on social media, taken of any children or individuals (outside of your personal family without prior written consent) while in attendance at an Shine Bright EYM service or related event such as an excursion, service event, regular outing or family event.
* Where parents/guardians are attending the excursion, service event or regular outing for the purpose of assisting with supervision of preschool children it is preferable, where possible not to bring younger siblings. Please discuss with service staff.



**Excursion, Service Event and Regular Outing Risk Management Plan**

Excursion/ Service Event/Regular Outing Details

|  |
| --- |
| **Learning Plan for Proposed Excursion/Service Event/Regular Outing** |
| How is the proposed Excursion/Service Event/Regular Outing going to enhance children’s learning?Click here to enter text.How will this learning be linked to the educational program and children’s Individual Learning Plans?Click here to enter text. |
| What activities will be done with the children prior to the Excursion/Service Event/Regular Outing to enhance the children’s learning?Click here to enter text.What activities will be done with the children after the Excursion/Service Event/Regular Outing to enhance the children’s learning?Click here to enter text. |
| How is the proposed Excursion/Service Event/Regular Outing going to consistently maintain effective partnerships with your community? Click here to enter text. |
| Who are the people you will meet during this Excursion/Service Event/Regular Outing and how will you maintain effective partnerships with them? Click here to enter text.What can the children learn from them?Click here to enter text. |
| **Excursion/Service Event/Regular Outing Details** |
| Name of Service: Click here to enter text. |
| Date(s) of excursion/service event | Click here | Excursion/Regular Outing Destination/s | Click here to enter text. |
| Departure and arrival time/s | Click here | Are break staff affected? Choose an item.*If yes,* what alternative arrangements have been made? Click here |
| Proposed activities | Click here | Water hazards? Choose an item.*If yes*, detail in risk assessment below. |
| Working with Children’s Check Details for Entertainers | Name of Entertainer/Visitors: | WWC Number | Copy of Card Taken | Online Check completed<https://online.justice.vic.gov.au/wwccu/checkstatus.doj> |
| Click here | Click here  | Choose an item. | Staff Initial: Click here to enter text. |
| Click here | Click here  | Choose an item. | Staff Initial: Click here to enter text. |
| Click here | Click here  | Choose an item. | Staff Initial: Click here to enter text. |
| Method of transport, incl. proposed route | Click here to enter text. |
| Name of excursion co-ordinator | Click here to enter text. |
| Contact no. of excursion co-ordinator | (BH) Click here  | (M) Click here |
| Expected number of children attending | Click here | Number of staff/parent/volunteers | Staff: Click here to enter text.Parents: Click here to enter text.Volunteers: Click here to enter text. |
| Educator to child ration, including whether this excursion warrants a higher ratio? Please provide details | Click here to enter text. |

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| **The week prior to the Excursion/Service Event Checklist** |
| [ ]  Excursion/Service Event risk management plan displayed prominently at the entrance of the service | [ ]  Parent Information sheet provided to all parents/carers who have volunteered to assist with supervision during the event. |
| [ ]  Excursion/Service Event/Regular Outing Risk Management Plan emailed to your Shine Bright Early Years Advisor along with the date, time and a brief outline of the event. Your Advisor will notify DET of the date and time you will be away from the service | [ ]  Prepare a list of which children will be allocated to which adult |
| **On the Day of the Excursion/Service Event Checklist** |
| [ ]  First aid kit | [ ]  List of adults participating in the excursion |
| [ ]  List of children attending the excursion/regular outing. Before leaving the service, call children’s names from the list visually, visually check child by sign and mark off. Repeat regularly throughout the event and especially at ey transition times | [ ]  Contact information for each adult |
| [ ]  Contact information for each child | [ ]  Hand adult/carer volunteers a list of children they will be accompanying |
| [ ]  Medical information for each child | [ ]  Other items, please list |
| [ ]  Mobile phone/other means of communicating with the service & emergency services |

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| **Risk Assessment** |
| Activity | Hazard Identified | Risk Assessment(use matrix) | Detailed Elimination/control measures eg* If near water, each child’s hand to be held by an adult
* If crossing a main highway do so at a crossing
* Perform a site check for hazards before children enter space
* If given the risks posed, the number of staff or other responsible adults is appropriate to provide supervision.
* If any adults with specialized skills are required ie. Specialist epilepsy/diabetes training
 | Who | When |
| Click here | Click Here | Click Here | Click here to enter text. | Click here | Click here |
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| Plan prepared by: Click here to enter text. | Date Submitted to Central Office: | Click here to enter a date. |
| Prepared in consultation with:Click here to enter text. | Communicated to:Click here to enter text. |
| Approval | Nominated Supervisor Sign:Date: Click here. | Early years Advisor Sign:Date: Click here | DET Advised: Click here to enter text.Date: Click here |
| Venue and safety information reviewed and attached | Choose an item. Comment if needed:Click here to enter text. |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs** |
|  |  |  |  |
| **Excursion/Service Event/Regular Outing Evaluation (Please completing after the excursion/service and file with risk assessment)** |
| Actual Number of children: Click here to enter text. | Actual Number of adults: Click here to enter text. |
| Time Departed: Click here to enter text. | Time Returned: Click here to enter text. |
| Evaluation: (Were your elimination control measures adequate?) Click here to enter text. |
| Were there any significant incidents? | Choose an item. |
| Details and changes to be adopted for future excursion/service events. Click here to enter text. |
| **Risk Matrix** |
| ConsequenceClick here to enter text. |
| Signed: | PositionClick here to enter text. | Date:Click here to enter a date. |

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|  |  |  |  |  | Insignificant |  | Minor |  | Moderate |  | Major |  | Catastrophic |  |
|  |  | *Almost* | *certain* |  | Moderate |  |  | High |  |  | High |  |  | Extreme |  |  | Extreme |  |  |
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|  |  | *Likely* |  |  | Moderate |  |  | Moderate |  |  | High |  |  | Extreme |  |  | Extreme |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Likelihood*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Possible* |  |  | Low |  |  | Moderate |  |  | High |  |  | High |  |  | Extreme |  |  |
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|  |  | *Unlikely* |  |  | Low |  |  | Low |  |  | Moderate |  |  | High |  |  | High |  |  |
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|  |  | *Rare* |  |  | Low |  |  | Low |  |  | Low |  |  | Moderate |  |  | High |  |  |
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