



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
- promoting road safety education and safe active travel for children

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. The *Victorian Early Years Learning and Development Framework* (refer to *Sources*) states that "Participating in their communities strengthens children's sense of identity and wellbeing" (Outcome 2: Children are connected with and contribute to their world). The purpose and educational value of 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 to parents/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.

Active travel excursions near the service have a range of benefits including:

- children and staff being physically active
- providing the opportunity to practice road safety
- engaging with the community.

Early childhood road safety education aims to reduce the risk of serious injury and death from road trauma. It also aims to lay the foundations for children to become safe and independent road and transport users in the future. Road safety education is an important part of a holistic approach to keeping children safe around traffic and in the road environment. Effective traffic skills are best learnt if they occur in a real environment i.e. using crossings and traffic lights.

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:*
- *National Quality Standard, Quality Area 1: Educational Program and Practice*
National Quality Standard, Quality Area 2: Children's Health and Safety

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 including name, 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 of parents/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.

Regular outing: (In relation to education and care services) means a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing. 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 hazard that 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*)
- if the excursion involves transporting children—
 - (i) the means of transport; and
 - (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
 - (iii) the process for entering and exiting—
 - (A) the education and care service premises; and
 - (B) the pick-up location or destination (as required); and
 - (iv) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking; and
- 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.

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

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

5. SOURCES AND RELATED POLICIES

Sources

- Belonging, Being & Becoming – The Early Years Learning Framework for Australia: <https://docs.education.gov.au/documents/belonging-being-becoming-early-years-learning-framework-australia>
- Guide to the National Quality Standard, ACECQA: www.acecqa.gov.au
- ELAA's Road Safety Education program www.childroadsafety.org.au
- Victorian Early Years Learning and Development Framework: www.education.vic.gov.au/earlylearning/eyldf/default.htm
- VicRoads: www.vicroads.vic.gov.au
- Child Health Promotion Research Centre & Edith Cowan University (2012) *National Practices for Early Childhood Road Safety Education*: <https://childroadsafety.org.au/assets/Research/National-Practices-for-EC-RSE.pdf>

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*
- *Privacy Policy*
- *Road Safety and Safe Transport 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 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 your Shine Bright Early Years Advisor, (Regulation 100(1)) two weeks 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.
- 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) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that staff comply with the service's *Road Safety and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities
- 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 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.

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)
- 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 your Shine Bright Early Years Advisor, (Regulation 100(1)) two weeks 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.
- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy*, *Water Safety Policy* and *Road Safety and Safe Transport Policy*)
- ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*
- providing road safety education as part of the curriculum
- where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness
- ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child (refer to *Curriculum Development Policy*)
- ensuring the purpose and educational value of each excursion or service event is communicated to 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)
- Ensuring that if a child requires medication while out of the service that this is recorded in-line with the Administration of Medication Policy and Medication Records will need to be taken on the excursion and regular outing.
- Note paper and pen/pencil are to be taken to record basic detail, if and Incident, Injury, Trauma or Illness occurs, the record is to be completed once children are safely back at the service.

All other staff are responsible for:

- reading and complying with the requirements of the *Excursions, Service Events and Regular Outing Policy*
- 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 your Shine Bright Early Years Advisor, (Regulation 100(1)) two weeks 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.
- 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*)
- providing road safety education as part of the curriculum
- taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness
- communicating the purpose and educational value of each excursion, service event or regular outing to parents/guardians
- Supporting 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.
- Ensuring that if a child requires medication while out of the service that this is recorded in-line with the Administration of Medication Policy and Medication Records will need to be taken on the excursion and regular outing.
- Note paper and pen/pencil are to be taken to record basic detail, if and Incident, Injury, Trauma or Illness occurs, the record is to be completed once children are safely back at the service.

Parents/guardians are responsible for:

- reading and complying with the requirements of this *Excursions and Service Events Policy*
- 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 regular 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*, *Road Safety and Transport 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 – Click on the links below

- 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 Regular Outing Risk Management Plan](#)

AUTHORISATION

This policy was adopted by Shine Bright EYM in July 2019

REVIEW DATE: Jan 2024