



Mandatory – Quality Area 2

PURPOSE

This centre recognises the opportunity for excursions to provide and enhance educational programs and learning experiences provided at the centre.

The centre is committed to excursions which are conducted in a safe manner and which comply with the Victorian Children's Services Regulations 32/2020 and Children's Services Act 1996.

This policy will provide guidelines for the committee/board, staff, parents/guardians, volunteers, and any other persons involved in the planning and conducting of an excursion for Outlets Co-operative Neighbourhood House LTD

SCOPE

This policy applies to all staff, committee of management, parents/guardians, volunteers, students, and any other person who may be involved in planning and/or participating in excursions held by Outlets Co-operative Neighbourhood House LTD

Background and relevant legislations

Excursions are planned to extend on the educational experience or enhance a particular theme that has been programmed. Excursions require planning and preparation to ensure adequate care and safety of the children attending, whilst complying with all legislative and regulatory requirements.

The minimum adult: child ratio for excursions from Outlets Co-operative Neighbourhood House Ltd is 1:1 for all age groups.

As the minimum requirements for adult: child ratio have been set by Outlets and are above the minimum requirements as set by Children's services we require that any child enrolled at Outlets and participating in an excursion be accompanied by a parent/guardian or responsible person who has been nominated on their child's enrolment form.

In addition, all other requirements outlined in the Children's Services Regulations 32/2020 will be adhered to.

DET: (Victorian) Children's Services Act 32/2020 and Children's Services Regulations 1998

DEFINITIONS

DHS: Department of Human Services

DET: Department of Education and Training (VIC)

DET: Department of Education and Training (Cwth)

Excursions: Any occasion, other than a medical emergency, when children are removed from the premises of the children's centre for the purpose of an outing, with the written authorised permission of the person who has lawful authority to collect the child from the centre.

PROCEDURE

The Approved Provider is responsible for:

- Approving an excursion.

Items to be considered may include:

- The cost of the excursion to the centre and or families. If other siblings are able to attend will there be a charge for them.
- The number of children to participate in the excursion, also factoring in potential numbers of toddlers and other children.
- Deciding on the number of staff/adults required to attend in addition to the parents/guardians/responsible persons of the children attending. This may be influenced by such things as the need to cross a major road or to access public transport on the excursion.



- Ensuring the requirements of the Children's Services Regulations 32/2020 and the *Children's Services Act 1996* can be met for all children remaining at the centre. In particular CSR Regulation 23 and 24 and *CSA section 27*.
- What impact the disruption to normal program times could have on the users of the centre.
- Any changes to the usual working arrangements of staff due to the excursion, in accordance with the appropriate awards or agreements.
- The provision of facilities at the proposed destination, including toileting, access to water, shade, safety considerations such as proximity to water, roads, bush or crowds.

Nominated Supervisor, Members of Staff are responsible for:

- Submitting a written request for an excursion to the Approved Provider (CEO) detailing:
 - Date, time and destination
 - How the excursion relates to the program provided for the children
 - Objectives, proposed activities, and desired outcomes of the excursion
 - Method of transport
 - Proposed staff for the excursion
 - Cost
 - Effects, if any, on the children's current attendance times
- If any children with additional needs attending the program will need additional resources to ensure their participation in the excursion.
- A time plan for the day whilst on excursion detailing snack and lunch breaks/times
- Visit the excursion site prior to the visit and carry out an Excursion Risk Evaluation checklist. This includes identification of access, entry and exit points, utilities, food areas, availability of toilets, availability of water to drink and to wash hands, shade.

The Approved Provider, in consultation with the Supervisor and members of Staff requesting the excursion, are responsible for:

- Assessing the requirements for the excursion.
- Booking the venue and assessing and/or booking transport to the venue if it's required.
- Informing parents/guardians, at least two weeks prior, of the details of the planned excursion, and the cost.
- Requesting adult participation in the excursion, clearly stating if it is appropriate for other siblings to attend.
- Collecting completed permission forms and excursion fee, if required, for each child participating in the excursion.
- Arranging for a suitably equipped first aid kit, mobile phone and sunscreen (if required) to be taken on the excursion. Requirements of CSR regulation 31(2), 34(b).
- Notifying parents/guardians immediately of any change or delay to the proposed excursion.
- Ensuring child/staff ratios, as per the requirements of Outlets Co-operative Neighbourhood House Ltd are met for children not participating in the excursion.
- ***Nominated Supervisor, Day-to-day Supervisors are responsible for:***
 - Providing adults attending the excursion with the aims and objectives of the excursion and any other information necessary for the smooth operation of the excursion.
 - Arranging for the details of the telephone number of any person who is to be notified of any accident, injury, trauma or illness involving the child and the child's medical details to be taken on the excursion. Information is to be carried by a staff member at all times.
 - Ensuring that the staff and adult/child ratio approved by the committee and lice and notified to the parents/guardians is met prior to commencing the excursion.
 - Canceling the excursion if the staff and adult/child ratio is not met and notifying the Committee of Management, Approved Provider, Nominated Supervisor, Day-to-day Supervisor, Educators, all person prepared to attend Excursion/Event and parents/guardians.
 - Ensuring only those children whose parents/guardians have completed and returned the permission form attend the excursion.



Educators, Supervisors, day-to-day Supervisors are responsible to ensure:

- Discussing with the children, the aims and objectives of the excursion, and items of special interest to them.
- Informing parent/guardians of any items the children require for the excursion. For example hat, coat, lunch, drinks and snack.

Prior to and during the excursion the Educators, Supervisors and day-to-day Supervisor responsible for the excursion will ensure that:

- Parents/guardians/volunteers are provided a written list of the names of staff in attendance, a telephone number to be used if they become separated from the group, timetable for the excursion, and any other information identified by the centre as relevant to the excursion.
- A list of those participating in the excursion is cross-referenced against the attendance book and electronically signed in – Kiosk. Ensuring a nominated staff member is to carry the first aid kit, emergency contact details for each child/family, mobile phone, sunscreen (if required).
- The children and adults participating are monitored at regular intervals to ensure that all parents are supervising their children accordingly.

All staff

- Children are provided the opportunity to use toileting facilities and access to water (drink)
- All children are signed out of the centre, if in attendance prior to departure, at the start of the excursion and are signed back in when they return if returning to childcare at the centre.
- A separate register, enrolment in and out, is kept specifically for children accessing excursion.
- Parents/guardians/volunteers are informed prior to commencing the excursion that if a child indicates the need to use toilet facilities or needs a nappy changed that they are to notify a staff member.
- Ensuring parents/guardians/volunteers participating in the program are aware of persons who are staff members, for example, staff members to wear name tags.
- All children are to be clearly identifiable and supervised at all times during the excursion. It is not recommended to use the child's name as an identifier as it informs strangers of their name.
- Parents/guardians/volunteers with other children who are not enrolled in the centre are informed that they are responsible for supervising and caring for their other child/ren at all times.

The parents/guardians/volunteers are responsible for:

- Reading the excursion details provided by the centre and asking for additional information if required.
- Ensuring they remain under the immediate supervision of a staff member.
- Informing a staff member immediately if a child appears to be missing from the group.
- Informing a staff member if a child needs to use toilet facilities or needs a nappy changed.
- Supervising and caring for their child and any other children in their care who are not enrolled in the program, for example siblings.

Related documents and policies

DET – www.education.vic.gov.au/earlychildhood

Safe Road Transport and Road Safety Policy

Incident, Injury, Trauma and Illness Policy

Administration of Medication Policy

Dealing with Medical Conditions Policy

Anaphylaxis Policy

Parental Involvement Policy

Enrolment and Orientation Policy

Emergency Management Policy

Hygiene Policy



Nutrition Policy

Sun Protection Policy

Water Policy

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD on July 2020

REVIEW DATE: 23/05/2023