

	<p>Service event: A special activity, event, visitor or entertainment organised by the service that may be conducted as part of a regular session at the service premises or as an excursion.</p> <p>Risk assessment: (In the context of this policy) a risk assessment identifies and assess any hazard that pose a risk to a child’s health, safety and/or wellbeing while participating in the event an excursion, and specifies how these risks will be managed and/or minimised (Regulation 101).</p> <p>Regular outing: (In relation to MRSC Early Years 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 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.</p>
<p>Related Policies:</p>	<p><i>Acceptance and Refusal of Authorisations Policy</i> <i>Administration of First Aid Policy</i> <i>Administration of Medication Policy</i> <i>Code of Conduct Policy</i> <i>Medical Conditions Policy and Procedure</i> <i>Delivery and Collection of Children Policy</i> <i>Emergency Management Plan</i> <i>Enrolment Policy</i> <i>Infectious Diseases Policy</i> <i>Incident, Injury, Trauma and Illness Policy</i> <i>Interactions with Children Policy</i> <i>Nutrition, food and beverages, dietary requirements Policy</i> <i>Occupational Health and Safety Policy (Council)</i> <i>Sun Protection Policy</i> <i>Supervision of Children Policy</i> <i>Child Safe Environment Policy</i> <i>Water Safety Policy</i></p>
<p>Related Legislation:</p>	<p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act 2010</i> • <i>Education and Care Services National Regulations 2011</i> • <i>National Quality Standard</i>, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children’s Health and Safety

EXCURSIONS AND SERVICE EVENTS POLICY

Mandatory – Quality Area 2

PROCEDURES

The Early Years Services Unit is responsible for:

- Developing an *Excursions and Service Events Policy*.
- Ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with access to the *Excursions and Service Events Policy* and comply with its requirements.
- Ensuring only educators who are working directly with children are included in educator-to-child ratios.
- Ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100).
- Ensuring that excursions and service events support the educational objectives of the program and meet the needs and interests of children and families at the service.
- Ensuring the Excursion Risk Assessments are emailed to the DET Loddon Mallee Area Team on lmr.gar@edumail.vic.gov.au

The Service Educators are responsible for:

- 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 – Excursion/service event authorisation form).
- 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) (refer to Attachment 2 – Regular Outing authorisation form).
- Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day.
- Ensuring that children are adequately supervised (refer to *Definitions*) at all times.
- Ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions.
- Ensuring strategies are in place to provide an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening.
- Ensuring that there is an accurate list of all adults participating in an excursion, 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 and other offsite activities (refer to *Dealing with Medical Conditions Policy*), providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities.
- Ensuring that educator-to-child ratios are maintained at all times, including during excursions and service/event.
- Ensuring only educators who are working directly with children are included in educator-to-child ratios.
- 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.
- Ensuring that excursions and service events support the educational objectives of the program and meet the needs and interests of children and families at the service.
- Ensuring that a risk assessment (attachment 3) is carried out for an excursion/service event (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- Ensuring the Risk assessment is approved by the Regional Team Leader – RTL should receive at least one month prior to the excursion/ event date.

- Once approved ensure the Risk Assessment is uploaded to the NQA ITS Portal.
- 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.
- Displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service.
- Discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity.
- Informing parents/guardians of items required by children for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.

Parents/guardians are responsible for:

- Reading and complying with the requirements of this Excursions and Service Events Policy.
- Completing, signing and dating excursion/service event authorisation forms.
- Reading the details of the excursion or service event provided by the service and asking for additional information if required.
- Providing items required by their child for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.
- Understanding that, if they participate in an excursion or service event, they will be under the immediate supervision of an educator or the Approved Provider at all times.
- If participating in an excursion or service event, informing an educator immediately if a child appears to be missing from the group.
- Complying with all service policies while participating in an excursion or service event including the Code of Conduct Policy.

ATTACHMENTS

Attachment 1: Excursion/service event authorisation form

Attachment 2: Regular Outing authorisation form

Attachment 3: Risk Assessment form

AUTHORISATION

This policy was adopted by the **REVIEW DATE:** 13/11/2017

Early Years Excursion Authorisation Form

Service name:
Groups attending:
Description the excursion
Date: Purpose: Proposed activities:
Description of destination
Address: Description of proposed destination: Method of Transport:
Attendance
Time children will be away from the service: The number of children likely to be attending the excursion: The anticipated ratio of educators to children attending the excursion: (including any other adults who will accompany and supervise the children on the excursion)
A Risk Assessment has been completed for this excursion and is available at the service

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Declaration and consent for child to attend

I give permission for _____, *(Print child's full name)*

to attend the excursion to _____ on _____ *(date)* with _____ *(Service name)*

Yes No I am able to assist on this excursion

Yes No I have a Working with Children Check WWCC copy attached

Name Doctor/Medical Service: _____ Telephone: _____

Address Doctor/Medical Service:

Parent/Guardian Name (Print): _____

Signature: _____ Date: _____

Early Years Excursion Authorisation - Regular Outing

Service name:
Groups attending:
Description the regular outing
Date Range: Purpose: Proposed activities:
Description of destination
Address: Description of proposed destination: Method of Transport:
Attendance
Time children will be away from the service: The number of children likely to be attending the regular outing: The anticipated ratio of educators to children attending the regular outing: (including any other adults who will accompany and supervise the children)
A Risk Assessment has been completed for this excursion/ regular outing and is available at the service

According to the Education and Care Services National Regulations 2011 a Regular outing, in relation to an education and care service, means a walk, drive or trip to and from a destination—
(a) that the service visits regularly as part of its educational program; and
(b) where the circumstances relevant to the risk assessment are the same on each outing;

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Declaration and consent for child to attend

I give permission for _____, *(Print child's full name)*

to attend the regular outing to _____ from _____ to _____ *(date)* with _____ *(Service name)*

Yes No I am able to assist on these regular outings

Yes No I have a Working with Children Check WWCC copy attached

Name Doctor/Medical Service: _____ Telephone: _____

Address Doctor/Medical Service: _____

Parent/Guardian Name (Print): _____

Signature: _____ Date: _____

ATTACHMENT 3

RISK ASSESSMENT

Excursion <input type="checkbox"/> Incursion <input type="checkbox"/> Service Event <input type="checkbox"/>	
Date(s)	Destination (if applicable)
Departure and arrival times	
Proposed activities	Water Hazards? Yes/No If yes, detail in risk assessment below
Method of transport, including proposed route	
Name of excursion co-ordinator	
Contact number of service	Any costs involved? If so how are they being met?
Number of children attending	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	
Venue and safety information reviewed and attached:	Comment if needed:

DOCUMENT HISTORY	Version	Date	Author
Initial Draft			
Second Draft			
Final Draft			
Approval			

Risk Assessment						
Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/control measures	Who	When	
	Traffic					
	Snake					
	A child wanders off or is abducted					
	Injuries to feet					
	First Aid or illness					
	Toileting					
	Parent wanting to collect a child					

Excursion checklist

<input type="checkbox"/> First aid kit <input type="checkbox"/> Medication and Action Plans	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of Children attending excursion (including signed authorisation forms and medical alert list)	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone/ other means of communication with the services & emergency services
<input type="checkbox"/> Medical information for each child and adult (child medical found on signed authorisation form)	<input type="checkbox"/> Other items, please list

Plan prepared by:	Prepared in consultation with:
Date sent to Regional Team Leader : (minimum 1 month prior to event/excursion)	
Regional Team Leader approved:	Date Nominated Supervisor to email Excursion Risk Assessments to DET LMR.QAR@EDUMAIL.VIC.GOV.AU

Reminder:
 Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Risk matrix	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High