


Policy

Early Years Policy - Excursions and Service Events

Date of Adoption	14 April 2015		
Adoption Method	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director Community
Director Signature	Signed by:  A4566C08D5B4450...		Date 14-11-2024
Responsible Officer and Unit	Samantha Waymouth, Coordinator Early Years Services		
Nominated Review Period	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other (<i>please specify</i>)
Last Endorsement Date	13 November 2017		
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Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

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Purpose/Objective

This policy provides guidelines for Council's Early Years Services to plan and conduct safe and appropriate excursions and service events.

Background/Reasons for Policy

Excursions and service events 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).

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.

Gender Impact Assessment

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this policy.

Definitions

Term	Definition
Adequate supervision (in relation to this policy)	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 legislative requirements for educator-to-child ratios at all

	<p>times. Supervision contributes to protecting children from hazards or harm that may emerge in play, including hazards created by the equipment used, interactions with others and daily routines. An educator must pre-empt and respond immediately when a child is distressed or in a hazardous situation.</p> <p>Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> • number, age and abilities of children • number and positioning of educators • 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 educators 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 service that supports the educational objectives of the program. The written permission of parents/guardians or a person named on the child's enrolment record as having lawful

	<p>authority must be obtained before educators/staff take children outside the service premises.</p> <p>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'.</p>
Regular outing (in relation to this policy)	<p>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. The regular outing for Council Early Years Services is defined as within 5km of the service and within kindergarten operating hours. 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>
Service event	<p>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>
Risk assessment (in relation to this policy)	<p>Identifies and assess any hazards that pose a risk to a child's health, safety and/or wellbeing while participating in an event or excursion, and specifies how these risks will be managed and/or minimised (Regulation 101).</p> <p>Risk assessments must consider:</p> <ul style="list-style-type: none"> ● the proposed route and location of the excursion ● any water hazards (refer to Early Years Policy - Water Safety) ● any risks associated with water-based activities (refer to Early Years Policy - Water Safety)

- transport to and from the proposed location of the excursion (refer to Council's Occupational Health and Safety Policy)
- the number of adults and children participating in the excursion
- the number of educators 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, 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 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.

A sample Excursion Risk Management Plan is provided on the Australian Children's Education and Care Quality Authority (ACECQA) website: www.acecqa.gov.au (search Sample forms and templates)

References

- > Victorian Early Years Learning and Development Framework

Related Policies

- > Child Safety and Wellbeing Policy/Code of Conduct (Council)
- > Early Years Enrolment and Fee Policy
- > Early Years Policy - Child Safe Environment and Wellbeing

- > Early Years Policy - Acceptance and Refusal of Authorisation for a Child to Leave the Service
- > Early Years Policy - Administration of First Aid
- > Early Years Policy - Administration of Medication
- > Early Years Policy - Delivery and Collection of Children
- > Early Years Policy - Incident, Injury, Trauma and Illness
- > Early Years Policy - Dealing with Infectious Diseases
- > Early Years Policy - Interactions with Children
- > Early Years Policy – Dealing with Medical Conditions
- > Early Years Policy – Nutrition, Oral Health and Active Play
- > Early Years Policy - Participation of Volunteers and Students
- > Early Years Policy - Road Safety Education and Safe Transport
- > Early Years Policy - Sun Protection
- > Early Years Policy - Supervision of Children
- > Early Years Policy - Water Safety
- > Employee Code of Conduct Policy (Council)
- > Occupational Health and Safety Policy (Council)
- > Privacy Policy (Council)

Related Legislation

- > *Education and Care Services National Law Act 2010*
- > *Education and Care Services National Regulations 2011*

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

Procedure

The purpose and educational value of each excursion or service event should be clearly communicated to parents/guardians.

When planning excursions and service events, it is important to ensure that they are inclusive of all members of the service community. Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions (refer to Early Years policies: Inclusion and Equity; Dealing with Medical Conditions; Asthma; Anaphylaxis and Allergic Reactions; Diabetes; and Epilepsy and Seizures).

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 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 included in the written authorisation, refer to Attachment 1.

Permission for children to participate in regular outings (refer to Definitions) of the Kindergarten consent is requested of the parent/guardian annually. This authorisation under Regulation 102 allows the kindergarten to take the child on regular outings which are conducted within regular kindergarten hours and within 5 kms of the kindergarten service. If the parent does not provide consent, the child will be unable to participate in the regular outings of the kindergarten service.

Responsibilities

Mandatory – Quality Area 2

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Developing an Excursions and Service Events Policy in consultation with the nominated supervisor, staff and parents/guardians at the service (Regulation 168)	R	✓	✓	✓	✓
Ensuring that staff, volunteers, students and others at the service are provided with a copy of the Excursions and Service Events Policy and comply with its requirements (Regulation 171)	R	✓	✓	✓	✓
Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (refer to Early Years Policy - Enrolment and Orientation) including details of persons able to authorise an educator to take their child outside the service premises (Regulation 99, 160, 161)	R	✓	✓	✓	✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation (Regulation 99) 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 1)	R	✓	✓	✓	✓
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 99, 102(4) (refer to Attachment 1)	R	✓	✓		✓
Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day	R	✓	✓		
Ensuring that educator-to-child ratios are maintained at all times, including during excursions, regular outings and service events (Regulations 123)	R	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring that children are adequately supervised (refer to Definitions) at all times (Regulation 122) (National Law: Section 165)	R	✓	✓		✓
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 (refer to Early Years Policy - Participation of Volunteers and Students)	R	✓	✓		
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), including suitability of venue	R	✓	✓		
Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101	R	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Developing strategies to improve children's safety in high-risk situations such as excursions near water or near a road (refer to Early Years policies: Supervision of Children; Water Safety; and Road Safety Education and Safe Transport)	R	✓	✓		
Ensuring a new risk assessment is completed when circumstances change for regular outings	R	✓	✓		
Ensuring that staff comply with the Early Years Policy - Road Safety Education and Safe Transport	R	✓	✓	✓	✓
Encouraging parents/guardians to comply with the Early Years Policy - Road Safety Education and Safe Transport	R	✓	✓	✓	✓
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		✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
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 Early Years Policy - Educational Program)		✓	✓		
Ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians		✓	✓		
Discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity		✓	✓		
Involving children in consultation and decision-making processes		✓	✓		✓
Considering the financial ability of families before deciding on an excursion/service event that would require an additional charge (refer to Early Years Enrolment and Fee Policy)	✓	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to Early Years policies: Inclusion and Equity; Dealing with Medical Conditions; Asthma; Anaphylaxis and Allergic Reactions; Diabetes; and Epilepsy and Seizures)	R	✓	✓		
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 is happening	R	✓			
Ensuring strategies are in place to ensure 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	R	✓	✓		
Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to Early Years policies: Dealing with Medical Conditions; Asthma; Anaphylaxis and Allergic Reactions; Diabetes; and Epilepsy and Seizures)	R	✓	✓	✓	✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening	R	✓	✓		✓
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	✓	✓	✓		
Understanding that, if they participate in an excursion or service event as a volunteer, they will be always under the immediate supervision of an early childhood teacher/educator or the approved provider				✓	✓
If participating in an excursion, regular outing or service event, informing an educator immediately if a child appears to be missing from the group				✓	✓
Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities (Regulation 89)	R	✓	✓		✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to Early Years policies: Dealing with Medical Conditions; Asthma; Anaphylaxis and Allergic Reactions; Diabetes; and Epilepsy and Seizures) (Regulation 90)	R	✓	✓	✓	✓
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 (Regulation 98)	R	✓	✓		
Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade	R	✓	✓		✓
Informing parents/guardians of items required by children for the excursion, adventure activities or service event e.g. snack/lunch, sunscreen, coat etc.	✓	✓	✓		
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	✓	✓	✓		

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the approved provider or persons with management or control 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 unless a lesser period is necessary because of a risk.

Attachments

- Attachment 1: Excursion Authorisation Form (D17-63145)
- Attachment 2:
 - Incursions Risk Assessment template (D22-154655)
 - Excursion Risk Assessment template (D22-154654)
- Attachment 3: Regular Outing Sample Permission Form (D23-103259)
- Attachment 4: Sample Regular Excursion Risk Assessment template (D23-103262)