

# EXCURSIONS AND SERVICE EVENTS

## QUALITY AREA 2



### PURPOSE

This policy will provide guidelines for the Stables Kindergarten to plan and conduct safe and appropriate excursions and service events.



### POLICY STATEMENT

#### VALUES

Stables Kindergarten is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety, and wellbeing of children at all times, including during excursions and service events
- providing adequate supervision of all children during excursions and service events.
- promoting road safety education and safe active travel for children.

#### SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, Persons in Day to day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Stables Kindergarten, including during offsite excursions and events.

<b>RESPONSIBILITIES</b>	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
<b>R</b> indicates legislation requirement, and should not be deleted					
developing an <i>Excursions and Service Events Policy</i> in consultation with the Nominated Supervisor, staff and parents/guardians at the service	<b>R</b>	√	√	√	

ensuring that staff, volunteers, students and others at the service are provided with a copy of the <i>Excursions and Service Events Policy</i> and comply with its requirements	R	√	√	√	
ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (refer to <i>Enrolment and Orientation Policy</i> ) including details of persons able to authorise an educator to take their child outside the service premises (Regulation 160)	R	√	√	√	
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 <i>Definitions</i> ), and that this authorisation is kept in the child's enrolment record (Regulation 161) (refer to Attachment 1 – Developing an excursion/service event authorisation form)	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 102(4) (refer to Attachment 1 – Developing an excursion/service event authorisation form)	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 children are adequately supervised (refer to <i>Definitions</i> ) at all times	R	√	√		
ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123, 355, 357)	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 <i>Participation of Volunteers and Students Policy</i> )	R	√	√		
ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are made aware that a valid Working with Children Check is to be sighted and recorded prior to the excursion if a parent/volunteer is to attend.	R	√	√		
ensuring that a risk assessment (refer to <i>Definitions</i> ) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)	R	√	√		
ensuring the risk assessment (refer to <i>Definitions</i> ) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101	R	√	√		
developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to <i>Supervision of Children Policy, Water Safety Policy and Road Safety and Safe Transport Policy</i> )	R	√	√		
ensuring that staff comply with the service's <i>Road Safety and Safe Transport Policy</i>	R	√	√		

encouraging parents/guardians to comply with the service's <i>Road Safety and Safe Transport Policy</i>	<b>R</b>	√	√	√	
ensuring that excursions and service events are based on the educational program and meet the needs and interests of children and families at the service (refer to <i>Curriculum Development Policy</i> )	<b>R</b>	√	√		
ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians	<b>R</b>	√	√		
considering the financial ability of families before deciding on an excursion/service event 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 (refer to <i>Fees Policy</i> )	<b>R</b>	√	√		
ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to <i>Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy</i> )	<b>R</b>	√	√		
ensuring strategies are in place to provide an accurate attendance record (refer to <i>Definitions</i> ) for children attending an excursion, and for children remaining at the service while an excursion is happening	<b>R</b>	√	√		
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	<b>R</b>				
ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to <i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy</i> )	<b>R</b>	√	√		
providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities	<b>R</b>	√			
providing portable first aid kits that contain the required medication for dealing with medical conditions	<b>R</b>	√	√		
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)	<b>R</b>	√	√		
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.	<b>R</b>	√	√	√	
providing road safety education as part of the curriculum	<b>R</b>	√	√		
where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness.		√	√		

ensuring sunscreen (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade	√	√	√		
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.			√	√	
understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an educator or the Approved Provider at all times				√	
providing their current Working with Children Check to their child's teacher if they will be attending the excursion or service event, prior to the day.				√	√
if participating in an excursion or service event, 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 or service event including the <i>Code of Conduct Policy</i> , <i>Road Safety and Safe Transport Policy</i> , <i>Sun Protection Policy</i> and <i>Hygiene Policy</i> .				√	√

## BACKGROUND AND LEGISLATION



### BACKGROUND

Excursions and service events 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 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 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 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*, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety



## 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 educators 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 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 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 educators/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.

**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 while on an excursion, 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 (refer to *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 ACECQA website at: [www.acecqa.gov.au](http://www.acecqa.gov.au) (search *Sample forms and templates*)

**Regular outing:** (In relation to education and care services) means an excursion (refer to *Definitions*) such as 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 an 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.

**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.

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## 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](http://www.acecqa.gov.au)
- ELAA’s Road Safety Education program [www.childroadsafety.org.au](http://www.childroadsafety.org.au)
- *Victorian Early Years Learning and Development Framework:* [www.education.vic.gov.au](http://www.education.vic.gov.au)
- VicRoads: [www.vicroads.vic.gov.au](http://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>

## RELATED POLICIES

- Acceptance and Refusal of Authorisations
  - Administration of First Aid
  - Administration of Medication
  - Anaphylaxis
  - Asthma
  - Code of Conduct
  - Curriculum Development
  - Dealing with Medical Conditions
  - Delivery and Collection of Children
  - Diabetes
  - Emergency and Evacuation
  - Enrolment and Orientation
  - Epilepsy
  - Fees
  - Food Safety
  - Hygiene
  - Incident, Injury, Trauma and Illness
  - Inclusion and Equity
  - Interactions with Children
  - Nutrition and Active Play
  - Occupational Health and Safety
  - Participation of Volunteers and Students
  - Privacy
  - Road Safety and Safe Transport
  - Sun Protection
  - Supervision of Children
  - Water Safety
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## 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 unless a lesser period is necessary because of a risk.
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## ATTACHMENTS

- Attachment 1: Developing an excursion/service event authorisation form
  - Attachment 2: Excursion Risk Management Plan
  - Attachment 3: Risk Assessment
  - Attachment 4: Risk Matrix
  - Attachment 5: Submission to the Committee for Approval
  - Attachment 6: Excursion and Event – Permission Form
  - Attachment 7: Volunteer Participation Form
  - Attachment 8: Regular Outing – Permission (see enrolment documents)
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## AUTHORISATION

This policy was adopted by the approved provider of Stables Kindergarten on 14<sup>th</sup> May 2020.

**REVIEW DATE:** 14/09/2022

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## ATTACHMENT 1: DEVELOPING AN EXCURSION/SERVICE EVENT AUTHORISATION 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:

- the child's name
- the reason the child is to be taken outside the service premises
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing (refer to *Definitions*))
- a description of the proposed location of the excursion
- the method of transport to be used
- proposed activities to be undertaken as part of the excursion
- the period of time that the child will be away from the service premises
- the anticipated number of children attending the excursion
- the anticipated ratio of educators to children attending the excursion
- the anticipated number of staff members, and any other adults who will accompany and supervise children on the excursion
- confirmation that a risk assessment has been prepared and is available at the service.

The authorisation form should require parents/guardians to include contact details for two people and for the child's medical practitioner in the event that the child experiences an incident, injury, trauma or illness while on the excursion.

The form must be signed and dated by the parent/guardian or a person authorised on the child's enrolment form.

Services should also include information about:

- additional costs involved, if any, and
- whether parents/guardians/siblings are able to participate in the excursion and, if so, details of the supervision requirements for additional family members.

## ATTACHMENT 2: EXCURSION RISK MANAGEMENT PLAN

### Excursion risk management plan

Excursion details			
Date(s) of excursion		Excursion destination	
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 excursion co-ordinator	(BH)	(M)	
Number of children attending excursion		Number of educators/parents/volunteers	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.			
Excursion checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion with valid Working with Children Check cards		
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult		
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list		

### ATTACHMENT 3: RISK ASSESSMENT

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Plan prepared by					
Prepared in consultation with:					
Communicated to:					
Venue and safety information reviewed and attached			Yes / No Comment if needed:		
<p><b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b></p>					

**ATTACHMENT 4: RISK MATRIX**

Risk Matrix					
Likelihood					
Consequence					
	Insignificant	Minor	Moderate	Major	Catastrophic
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

## ATTACHMENT 5: SUBMISSION TO COMMITTEE FOR APPROVAL

This form is to be completed by the teacher and given to the committee of management at least four weeks prior to the date of the proposed excursion or centre event.

Date of proposed excursion/event	
Venue of proposed excursion/event	
Starting and finishing time of the proposed excursion/event	Start time: Finish time:
How does the excursion/event affect children's normal hours of attendance at the centre?	
How does the excursion/event affect the staff hours of attendance at the centre?	
What is the educational value of the excursion/event to the children's program?	
Proposed number of children attending the excursion/event	
Cost of the excursion/event for each child	
Number of paid staff attending the excursion/event	
Number of additional adults attending the excursion/event	
Ratio of children to adults attending the excursion/event	
Are any siblings attending the excursion/event? If yes, how many?	

Teacher's name (Print): \_\_\_\_\_

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee of Management approval: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT 6: EXCURSION AND EVENT PERMISSION FORM

Date:

On Thursday 22<sup>nd</sup> September 2011 Red Group from the Stables Kindergarten will be going on an excursion to the St. Francis of Assisi Primary School Library (next door).

Our purpose for the excursion will be:

- To gain information and adjust to new experiences by reading and listening to stories in a Primary School environment
- Expand the children's imaginations and creativity
- Learn about the importance of print as a means of communication
- Gain exposure to books and storytelling helping children understand that their feelings, fears and questions and problem solving are not unique to them.
- Acquiring a love for books can be one of the most powerful incentives for children to become engaged readers

The excursion will leave from the kindergarten at 9:30am and return to Stables Kindergarten at 10:45am, and the children and adults involved in the excursion will walk to the school.

As we envisage 30 children attending, there will be 2 staff members participating in the excursion, as well as adult/parent/guardian volunteers. We would like to provide an overall adult-to-child ratio of 1 adult to 3 children.

**A risk assessment has been conducted for this planned event and will be available for you to view next to the sign in book.**

All parents/guardians/volunteers participating in the excursion event will be required to have a current Working with Children Check and will be under the direct supervision of a qualified staff member while assisting in the supervision and care of children on the excursion.

We ask that you remain contactable (keep your mobile phone on) throughout the course of this excursion

***Siblings of children attending the Kindergarten will not be able to attend.***

The cost of the excursion is nil.

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I give permission for \_\_\_\_\_ (child's name) to attend the excursion to St Francis of Assisi Primary School Library on Thursday 22<sup>nd</sup> September with Stables Kindergarten.

Name of persons to be notified of any accident, injury, trauma or illness involving your child:

Contact 1 \_\_\_\_\_ Contact 2 \_\_\_\_\_

Contact details: \_\_\_\_\_ Contact details: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name of medical practitioner: \_\_\_\_\_

Contact details: \_\_\_\_\_

Name of medical service: \_\_\_\_\_

Contact details: \_\_\_\_\_

I can/cannot assist with supervision of this excursion.

Print name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT 7: VOLUNTEER PARTICIPATION FORM

Dear Parent/Volunteer,

Thank you for offering to help Green Group with the St Francis of Assisi Primary School Library excursion on 22<sup>nd</sup> September 2011

During the excursion/kindergarten event you will:

- Remain under the immediate supervision of a qualified staff member or proprietor at all times
- Be required to follow the directions of staff at all times
- Staff will provide you with information prior to the event about the educational objectives and your responsibilities in regard to the children participating in the excursion. You will be provided written details of information relevant for the excursion (for example, phone number if you become removed from the group, names of staff members and time table for the day's events)
- All parents/volunteers are expected to comply with the requirements of centre policies, such as Non-smoking, Sun protection and Code of conduct, during the excursion. If you have not seen these policies, please speak to centre staff who will make a copy available to you.
- You will be asked to provide emergency details for yourself prior to the excursion and permission for the staff in charge to seek emergency medical treatment and or an ambulance service on your behalf if required.

*Please return the slip below to your teacher by 15<sup>th</sup> September 2011*

I, \_\_\_\_\_, understand and accept the responsibilities and conditions as noted above, and agree to volunteer for the above event/excursion.

### Working with Children Check:

Family Name: .....

Card Number: ..... Expiry Date: .....

I understand that I will be under the immediate supervision of staff members in charge of the excursion, and authorise the qualified staff member in charge to seek emergency medical treatment or ambulance transport on my behalf if required.

My contact person to be notified in case of any emergency is:

Contact 1

Contact 2

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact phone number on this day:

Contact phone number on this day:

\_\_\_\_\_

\_\_\_\_\_

Contact details of medical practitioner or medical service:

Name of Doctor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The committee of management, staff and children of the Stables Kindergarten thank you for assisting with our excursion/kindergarten event.