



# EXCURSION POLICY P4.0319.3

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# EXCURSION POLICY

**DIVISION:** Sport, Community and Activation

**BRANCH:** Community Outcomes - Family Day Care

**CATEGORY:** 3

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## PART 1 – INTRODUCTION

### 1. BACKGROUND

- 1.1 Camden Family Day Care (FDC) values excursions as an enriching inclusion to the educational program as they offer opportunities to extend children's learning, provoke thinking and engage in experiences that promote a sense of connection to people and places within the community.
- 1.2 Excursion refers to any organised activity or experience that occurs outside of the FDC service other than for the sole purpose of transporting children. Excursions can be planned as a onetime occurrence or as regular outings.
- 1.3 The *Education and Care Services National Regulations* require Approved Providers to have policies and procedures in place for managing excursions and this policy includes considerations for health and safety including COVID and changes in circumstances.

### 2. OBJECTIVE

- 2.1 Through this policy and its related procedures Camden FDC aims to ensure excursions are purposefully planned, provide meaningful experiences, and ensure the safety, health, and wellbeing of children at all times.

### 3. SCOPE

- 3.1 This policy applies to:
  - Camden Council FDC Service.
  - Camden Council FDC staff employed by Camden Council.
  - Educators (including educator assistants and relief educators) registered with the service as agents of the Approved Provider- Camden Council.
  - Children enrolled in the service and their families.
  - Students engaged within Camden FDC services.

### 4. DEFINITIONS

- 4.1 **Adequate Supervision** means an educator can respond immediately, particularly when a child is distressed or in a hazardous situation and knowing where children are at all times and monitoring their activities actively and diligently.

- 4.2 **Approved First Aid Qualification** means a qualification that includes training in emergency response and management of conditions related to and appropriate to children and has been assessed by ACECQA as suitable for educators working in an education and care setting.
- 4.3 **Approved Provider** means a person who holds a provider approval *Children (Education and Care Services) National Law (NSW)*. A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions.
- 4.4 **Australian Children’s Education and Care Quality Authority (ACECQA)** means the independent national authority that assists governments in administering the National Quality Framework including the provision of guidance, resources, and services to support the sector to improve outcomes for children.
- 4.5 **Authorised Nominee** means a person who has been given permission by the parent/guardian to act on their behalf e.g. collect child, authorise excursion permission.
- 4.6 **Authorised Person** means a parent/guardian or authorised nominee of a child who is enrolled in the FDC service.
- 4.7 **Co-ordination Unit** means the Camden FDC principal office and main faculty for running the Service from which Camden FDC employees work.
- 4.8 **Educational program** means a program that is based on an approved learning framework and is delivered in accordance with the framework. It is based on the developmental needs, interests and experiences of each child and is designed to take into account the individual differences of each child.
- 4.9 **Educator** means an individual suitably qualified and registered by Camden FDC to provide education and care and can refer to the FDC educator as the business owner, educator assistant or relief educator.
- 4.10 **Excursion** means an outing organised by a FDC educator or the FDC Service to take children out of the FDC service residence for the purpose of experiencing a onetime event or destination that complements the educational program. Excursions can be planned as a onetime occurrence or as regular outings.
- 4.11 **Family Day Care (FDC)** means a type of education and care service that is run from the educator’s own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.12 **FDC Service means** the FDC education and care business of each individual educator or reference to Camden Council FDC service.
- 4.13 **Hazard** means an unavoidable danger or risk, even though often foreseeable.
- 4.14 **Nominated Supervisor** means a person appointed by the Approved Provider and who has given consent to be appointed to be in day to day charge of a service and must be contactable during the hours educators are providing education and care.
- 4.15 **Parent/Guardian** means the child’s mother or father or other person responsible for the child through a court of law as their legal guardian and does not include a parent who is prohibited from having contact with the child.

- 4.16 **Regular Outing** means an outing organised by the educator to take children out of the service for a planned experience that occurs on a regular basis e.g. weekly or fortnightly and where the circumstances relevant to the risk assessment are the same on each outing.
- 4.17 **Risk assessment** means a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.
- 4.18 **Staff** means employees of Camden Council FDC.
- 4.19 **Transportation** (that is part of the education and care service) means any movement of children provided by the educator or organised and overseen by the FDC educator.
- 4.20 **Wellbeing** means a positive emotion that results from the satisfaction of basic needs – the need for tenderness and affection; security and clarity; social recognition; to feel competent; physical needs and for meaning in life. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity, and resilience.

## **PART 2 - POLICY STATEMENT**

### **5. PRINCIPLES**

- 5.1 Excursions will be child oriented and planned to complement the educational program and extend children's interests and learning through real life experiences that provide opportunities for exploration of surrounding environments and meaningful engagement with the community.
- 5.2 Children's safety, health and wellbeing is paramount. Excursion destinations and the route to get there must be safe, and all excursions will be planned and conducted in a way that minimises and addresses all associated risks and ensures a safe and enjoyable experience for all, in ensuring this, excursions are not permitted to destinations where there is or may be a body of water.
- 5.3 Educators will consider the ages, abilities and needs of all children when planning outings and ensure there is an adequate balance between care within the service and out of the service.
- 5.4 Educators will discuss with families upon enrolment their intentions in relation to excursions and taking children out of the service environment.
- 5.5 Families must be informed about excursion plans and risk assessments and will be asked to provide signed consent for their child to participate. Families will be reminded about excursions prior to and on the day of the outing.
- 5.6 Excursions will be documented as a part of the educational program.
- 5.7 Before going out on excursions educators will review the risk assessment, route, and destination to re-assess the risks to safety and ensure all required equipment and information is readily available to be taken on the outing.
- 5.8 Clear and concise roles and responsibilities will ensure management, educators, staff, and volunteers are aware of their roles and responsibilities in relation to excursions.

## 6. CONSIDERATIONS

6.1 In relation to planning excursions educators will:

- 6.1.1 Select venues and locations that provide educational value and safe play opportunities.
- 6.1.2 Follow the *Excursion* procedure.
- 6.1.3 Develop a comprehensive risk assessment to address and manage all foreseeable risks to the safety, health, and wellbeing of participants.
- 6.1.4 Consult with the co-ordination unit about excursion ideas and risk management strategies and submit the completed risk assessment to the co-ordination unit for approval.
- 6.1.5 Organise all requirements for the destination, for example, booking tickets or spaces and where appropriate sourcing a contact person and/or establishing a line of communication between the service and the destination. This could include following the venue on social media for latest news and updates.
- 6.1.6 If using own vehicle, the educator must comply with and keep up to date all requirements including license, registration, insurance, and car restraint safety checks.
- 6.1.7 Inform families of the details of the excursion including objectives and outcomes, requirements, destination, dates, times, and the availability of a risk assessment.
- 6.1.8 Seek the written permission of each child's parent/guardian or authorised nominee.
- 6.1.9 Assess and arrange the required equipment and supplies.
- 6.1.10 Consider any additional factors in relation to children with health concerns, medical conditions, or developmental needs, such as the requirement to take minimisation plans and medication.
- 6.1.11 Consider management factors in relation to children with additional needs and abilities. Our service will make every effort to uphold the rights of all children to be included.
- 6.1.12 Be aware of relating policies and procedures that affect excursions including the Emergency and Evacuation policy and procedures and instructions for what must be done in the event of an emergency.

6.2 In relation to Regular Outings:

- 6.2.1 Regular Outings are excursions intended to occur on a regular basis such as weekly or fortnightly where the circumstances relevant to a risk assessment are substantially the same for each outing.

6.3 In relation to Risk Assessments for excursions:

6.3.1 An *Excursion Risk Assessment* is required to be completed prior to conducting any excursion/regular outing (except in the event of an emergency) and must be submitted to the co-ordination unit at least 10 days prior to the intended excursion date for approval.

6.3.2 In the case of Regular Outings, the risk assessment is valid for a period of 12 months, unless a change is identified, and the risk assessment needs to be updated and must be submitted to the co-ordination unit 10 days prior to the first outing date for approval.

6.3.3 Risk assessments must identify and manage the risks and hazards associated with all aspects of the excursion, including supervision, transportation/travel, route, safety at the venue, equipment to be taken and all requirements needed to safely carry out the excursion.

6.3.4 A map of the intended route must be included with the risk assessment.

6.3.5 Before each excursion, the risk assessment, and all possible risks, including factors such as the route and weather, will be reviewed to assess any increase to the level of risk and whether the excursion can proceed.

6.3.6 All new or updated *Excursion Risk Assessments* require approval from the co-ordination unit and must be received at least 10 days prior to the intended excursion date.

6.4 In relation to authorisation for Excursions:

6.4.1 An *Excursion Authorisation* is required to be completed for each child attending an excursion/regular outing and must be signed by a parent/guardian or authorised nominee and submitted to the co-ordination unit once approval of the risk assessment has been received and at least 5 days prior to the intended excursion date. In the case of Regular Outings, authorisations are valid for 12 months.

6.4.2 The co-ordination unit must be provided with a list of children authorised to attend each excursion/regular outing and the authorisations held on the child's enrolment record.

6.5 In relation to staffing and volunteers:

6.5.1 Educators are responsible for the supervision of children at all times, and family members and volunteers cannot be left alone with children under any circumstance.

6.5.2 Educators are required to hold current ACECQA approved First Aid and emergency response qualifications.

6.5.3 In certain circumstances an educator may be permitted to engage an educator assistant to attend an excursion and, in this circumstance, the primary educator is responsible for the supervision of children and the intended management of this circumstance must be outlined in the risk assessment.

## 6.6 In relation to conducting excursions:

6.6.1 Where an educator uses their own vehicle to transport children, the vehicle must be road worthy, registered and insured and the educator must hold a current NSW Driver's License. Proof of each requirement must be held on record at the co-ordination unit.

6.6.2 The vehicle must be fitted with appropriate and well fitted child restraints for each child being transported, and the child restraints checked by an authorised fitting station annually and a copy of the certificate held by the co-ordination unit.

6.6.3 Where the transportation method is walking, all hazards on route including road safety and maintaining the safety of children must be addressed and managed in the risk assessment.

6.6.4 Families will be reminded about excursion dates and times that the educator will be out of the service and how the educator will be contactable whilst out.

6.6.5 Educators will carry out all checks and ensure all provisions are taken on the excursion as per the *Excursion* procedure.

## 6.7 COVID Safety

6.7.1 During periods of high community transmission rates or during an outbreak of COVID-19, excursions will be put on hold until further notice.

6.7.2 The service will continue to monitor the advice from the Department of Education's COVID-19 guidelines for Early Childhood Education and Care services, which includes advice on excursions.

## 7. ROLES AND RESPONSIBILITIES

### 7.1 Approved Provider:

- Ensure that obligations under the *Education and Care Services National Law* and *Education and Care Services National Regulations* are met.
- Ensure the *Excursion* policy and related procedures are in place.
- Take reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers follow the policy and procedures.
- Ensure the Nominated Supervisor and co-ordination unit staff have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.
- Ensure educators receive information and induction training to fulfil their roles effectively, including being made aware of the *Excursion* policy and procedures and their responsibilities in implementing these, and any changes that are made over time.
- Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion/regular outing.

- Ensure educators demonstrate in their risk assessment how they will adequately manage the supervision of children at all times while out of the service.
- Ensure all children have written authorisation from families to leave the service on an excursion.
- Ensure family members and volunteers attending the excursion are not left alone with any child or group of children.
- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, volunteers, and families, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

## **7.2 Nominated Supervisor/Team Leader:**

- Ensure they conduct themselves and the service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the Approved Provider.
- Take reasonable steps to ensure that educators, staff, volunteers, and students understand and follow the policy and procedures.
- Guide and mentor educators and staff in ensuring Excursions and Regular Outings are planned and implemented safely.
- Ensure educators complete a comprehensive risk assessment for excursions and can demonstrate appropriate and adequate management strategies for all identified risks, including the management of supervision at all times while out of the service and that all relevant actions are undertaken prior to the excursion or outing.
- Ensure a new risk assessment is completed when circumstances change for regular outings.
- Ensure all children attending the excursion have written authorisation from families to attend prior to the excursion.
- Ensure volunteers understand the details of the excursion, the expectations, and their supervision responsibilities.
- Verify that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc).

## **7.3 Co-ordination unit staff:**

- Ensure they conduct themselves and the service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the nominated supervisor.



- Support educators in implementation of the *Excursion* policy and procedures.
- Monitor, guide, support, and mentor educators to ensure their FDC service environments and practices are at all times compliant with legislative requirements and Camden FDC policy and procedures.
- Assist educators to plan meaningful excursions and to identify and manage potential risks adequately.

#### **7.4 Educators:**

- Ensure they conduct themselves and their FDC service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the nominated supervisor.
- Must be aware of and implement the *Excursion* policy and procedures.
- Educators are aware of and understand that in the case of a FDC education and care service the obligation of an Approved Provider is also the obligation of the educator.
- Conduct a risk assessment for any excursion or regular outing, ensuring all risks are managed including how adequate supervision will be maintained whilst out of the service (prior to obtaining written authorisation from families).
- Ensure a new risk assessment is completed when circumstances change for regular outings.
- Forward all risk assessments to the co-ordination unit for approval prior to the planned excursion, outing or transportation and prior to having families sign authorisation.
- Provide a copy of the signed authorisation forms with the Risk Assessment to the co-ordination unit 5 days prior to the excursion or regular outings.
- Identify and suggest potential improvements to service policy and procedures and practices.
- Ensure all preparations are made prior to excursions and outings including having readily available all required equipment and items to be taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc).
- Complete a Regular Outing register at the commencement of each year for parents/guardians to authorise. The co-ordination unit is to be provided with a signed copy prior to the outings occurring. All outing forms should be accompanied by a map showing the planned route to the destination, or written directions on the outing form.
- Advise parents of the intention to implement regular outings, visits/activities during the initial interview.
- Conduct and document risk assessments every 12 months for regular outings or if there are changes to the risk assessment before a period of 12 months has transpired.

- Ensure authorisations for excursions and regular outings are kept in the Enrolment record for each child enrolled at the FDC service (regulation 161(1)(b) of the *Education and Care Services National Regulations*) and in the Enrolment record for each child educated and cared for by an educator (regulation 161(2)(b) of the *Education and Care Services National Regulations*).
- Ensure the required educator to child ratios are in place and children are supervised at all times, maintaining active supervision for the safety of the children. This requires that educators be actively involved with the children. The educator should maintain attentive concern for the safety of the children at all times particularly when providing care away from the home.
- Undertake regular attendance checks to account for all children.
- Be contactable all the time while children are in care, including excursions and regular outings.
- Inform the service and families in case of any incident as soon as possible, and no later than 24 hours afterwards (refer to *Incident, Injury, Trauma, and Illness Policy*).
- Ensure all policies and procedures relating to *Anaphylaxis, Asthma, Medical conditions, Sun Protection* and *Water Safety* are complied with.
- Ensure family members and volunteers attending the excursion understand your expectations and are not left alone with any child or group of children.
- Ensure all requirements for children's health and medical needs are taken on the excursion (first aid kit, personal medication, medical management plans, etc.).

## 7.5 Families

- Be aware of the *Excursion* policy and procedures and implement the required practices as directed by the FDC educator and the Service.
- Sign the Authorisation form for their child to attend the excursion and ensure all information required is up to date.
- Provide written authorisation for their child to leave the service premises on regular outings.
- Be aware of all the information about the excursion – ask questions if needed
- If volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities.
- Ensure required medication for their child is in date and available to take on an excursion.

## 8. INDUCTION AND ONGOING TRAINING

- 8.1 Induction and ongoing professional development will be implemented for all educators and staff, focusing on this policy and related procedures.

- 8.2 Ongoing training requirements for educators and review of service environments and practices will occur annually at the time of re-registration and as a need is identified.
- 8.3 Information will be shared with relief educators and educator assistants on induction and as relevant to the environments that they are working in, their shift responsibilities and the children in their care.
- 8.4 All educators will watch the Department of Education video “Risk management in children’s services” on induction and at regular intervals to support a risk-based approach to planning excursions.

## **9. MONITORING, EVALUATION AND REVIEW**

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families, educators, and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family’s ability to utilise the service; the fees charged or the way in which fees are collected.

## **10. SOURCES AND RESOURCES**

- [ACECQA National Quality Standard](#)
- [Belonging, Being & Becoming – The Early Years Learning Framework for Australia](#)
- [Excursions and regular outings: Victoria State Government](#)
- [Kids and Traffic](#)
- [Kidsafe Australia](#)
- [My Time, Our Place: Framework for School Age Care in Australia](#)
- [Risk Assessment and Management template - Excursions | ACECQA](#)

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**RELEVANT LEGISLATIVE INSTRUMENTS:** *Children (Education and Care Services) National Law (NSW)*  
*Education and Care Services National Regulations*  
*National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)*

**RELATED POLICIES, PLANS AND PROCEDURES:** Dealing with medical conditions in children policy  
Delivery of children to, and collection from, education and care service premises policy  
Excursion Procedure  
Incident, injury, trauma, and illness policy  
Safe transportation policy  
The administration of first aid policy

**RESPONSIBLE DIRECTOR:** Director Sport, Community and Activation

**APPROVAL:** General Manager through the Executive Leadership Group.

**HISTORY:**

Version	Approved by	Changes made	Date	EDMS Number
1		New	Feb 2012	
2			Aug 2019	
3	ELG	Major amendments Name changed from Excursion and Regular Outings	14/04/2022	22/178093