



## EXCURSION POLICY (ELC)

### 1 PURPOSE

This policy will provide guidelines for Minaret Early Learning Centres to plan and conduct safe and appropriate excursions and service events. Minaret College is committed to ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development.

### 2 SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person, educators, other staff, students on placement, parents and volunteers at Minaret Early Learning Centres.

### 3 PROCEDURES

The Approved Provider is responsible for:

- developing an Excursions Policy in consultation with the Nominated Supervisor, staff and parents/guardians at the ELC service
- ensuring that staff, volunteers, students and others at the service have access to a copy of the Excursions Policy and comply with its requirements
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities

The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:

- developing an Excursions Policy in consultation with the Approved Provider, staff and parents/guardians at the service
- ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with a copy of the Excursions Policy and comply with its requirements
- 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 Excursion Permission Form)
- ensuring that children are adequately supervised at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123, 355, 357)

- 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 a risk assessment is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- 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 (refer to Excursions Risk Management Plan)
- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road
- ensuring that educators and staff comply with the service's Road Safety and Safe Transport procedures
- where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness
- 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
- ensuring the purpose and educational value of each excursion or service event is communicated to parents/guardians
- 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 Fees Policy)
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to Dealing with Medical Conditions Policy)
- ensuring an accurate attendance record is kept 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)
- ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other offsite activities
- 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
- 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.

Other educators and staff are responsible for:

- contributing to the development of an Excursions Policy reading and complying with its requirements
- providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form
- checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion
- allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record
- maintaining the required educator-to-child ratios at all times, and adequately supervising children during excursions and service events
- adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children
- undertaking a risk assessment for an excursion or service event prior to obtaining written authorisation from parents/guardians
- ensuring the risk assessment identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by Regulation 101
- implementing strategies to improve children's safety in high risk situations such as excursions near water or near a road
- providing road safety education as part of the curriculum
- taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness
- communicating the purpose and educational value of each excursion or service event to parents/guardians
- supporting all children to participate in excursions and service events regardless of their abilities, additional needs or medical conditions
- taking each child's personal medication and current medical management plan on excursions and other offsite activities (refer to Dealing with Medical Conditions Policy)
- taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities
- keeping an accurate attendance record of children attending excursions, and for children remaining at the service while an excursion is happening
- keeping an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- taking a copy of the attendance record, emergency contact details for each child and the contact details of the child's medical practitioner on excursions for notification in the event of an incident, injury, trauma or illness
- taking sunscreen (if required) on excursions/service events
- discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity

Parents/guardians are responsible for:

- reading and complying with the requirements of this Excursions Policy
- completing and signing the authorised nominee section of their child's enrolment form (refer to Enrolment and Orientation Policy) before their child commences at the service
- completing, signing and dating excursion/service event authorisation forms
- providing written authorisation for their child to leave the service premises on regular outings
- 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 as a volunteer, they will be under the immediate supervision of an educator 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
- 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 Code of Conduct Policy.
- Volunteers and students, while at the service, are responsible for following this policy and its procedures.

#### **4 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

Approved Provider PR-00002074

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#### **DOCUMENT CONTROL**

Doc ID: POL-ELC-014

Version 1.2

Reviewed: March 2022

Approved: November 2018