



---

# EXCURSIONS AND SERVICE EVENTS POLICY

Mandatory – Quality Area 2

---

Drafted by	KCCC Management	Version no	4.0
Responsible person	General Manager	Version date	November 2020
Approved by	Board	Review date	January 2022

## PURPOSE

This policy will provide guidelines for Kensington Community Children's Co-operative Ltd (KCCC) to plan and conduct safe and appropriate excursions and service events.

## OVERVIEW OF POLICY

### 1. VALUES

KCCC 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.

### 2. WHO DOES THIS POLICY APPLY TO?

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 KCCC, including during offsite excursions and events.

### 3. POLICY CONTEXT

Excursions and service events are planned at KCCC 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.

- .

## DEFINITIONS

The terms defined in this section relate specifically to this Policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Person in day-to-day charge, Regulatory Authority etc. refer to section 5 of the *Education and Care Services National Law Act 2010* (Vic).

**Adequate Supervision** (in relation to this policy) **supervision** that 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. Supervisions 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** means the record kept by the service to record details of each child attending the service including name, time of arrival and departure, electronic signature/sign-in of the person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**Excursion** means an outing organised by KCCC. 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.

**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 and Attachment 1*)
- 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 <http://acecqa.gov.au> ([search Sample forms and templates](#))

**Regular Outing** (In relation to education and care services) means a walk, drive or trip to/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 *substantially* the same each outing.

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.

**Service Event** means 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.

## OVERVIEW OF KCCC'S APPROACH TO EXCURSIONS AND SERVICE EVENTS

KCCC has developed this policy to set out clear procedures to ensure the health, safety and wellbeing of children at all times on excursions and service events.

For each excursion and service event, the following steps will be taken:

1. A Risk Assessment will be carried out 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).
2. Following this, an Excursion Risk Management Plan will be prepared.

3. Permission and written authorisation from the children's parents/guardians will be obtained (refer to Attachment 1). In seeking permission and written authorisation, KCCC will clearly explain the purpose and educational value of the excursion / service event.

## RESPONSIBILITIES

### 1. RESPONSIBILITIES OF KCCC BOARD AND MANAGEMENT

The **KCCC Board** are responsible for the following in relation to this policy:

- developing and approving this policy.

The **General Manager**, the Approved Provider and Persons with Management and Control are responsible for the following in relation to this policy:

- developing this policy in consultation with the Nominated Supervisor, staff and parents/guardians at the service
- 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
- ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (refer to *Enrolment and Orientation Policy*) including details of persons able to authorise an educator to take their child outside the service premises (Regulation 160)
- 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 1 – Developing an excursion/service event authorisation form)
- 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)
- 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 educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123, 355, 357)
- 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 *Participation of Volunteers and Students Policy*)
- 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 the Risk Assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these risks will be managed and/or minimised, and includes all details required by Regulation 101
- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy*, *Water Safety Policy* and *Road Safety Education and Safe Transport Policy*)
- ensuring that staff comply with the service's *Road Safety Education and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety Education and Safe Transport Policy*
- 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 *Curriculum Development Policy*)
- ensuring that there is a clear purpose and educational value to each excursion or service event, and that this 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 *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- 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 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
- 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*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities
- providing portable first aid kits that contain the required medication for dealing with medical conditions
- 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)
- 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.

## **2. RESPONSIBILITIES OF THE NOMINATED SUPERVISOR AND PERSONS IN DAY-TO-DAY CHARGE**

The Nominated Supervisor and the Persons in Day-to-Day Charge are responsible for the following in relation to this Policy:

- developing this 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 and Service Events 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 Attachment 1 – Developing an excursion/service event authorisation 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 (refer to *Participation of Volunteers and Students Policy*)
- 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 (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101

- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy*, *Water Safety Policy* and *Road Safety Education and Safe Transport Policy*)
- ensuring that educators and staff comply with the service's *Road Safety Education and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety Education and Safe Transport Policy*
- 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
- 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 *Curriculum Development Policy*)
- 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 *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy 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*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy 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.

### **3. RESPONSIBILITIES OF EDUCATORS**

Educators are responsible for the following:

- contributing to the development of this policy
- reading and complying with this policy
- 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 (refer to *Participation of Volunteers and Students Policy*)
- undertaking a Risk Assessment for an excursion or service event prior to obtaining written authorisation from parents/guardians
- ensuring the risk assessment (refer to *Definitions*) 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 (refer to *Supervision of Children Policy*, *Water Safety Policy* and *Road Safety Education and Safe Transport Policy*)
- complying with the *Road Safety Education and Safe Transport Policy*
- developing excursions and service events based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child (refer to *Curriculum Development Policy*)
- 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 (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- taking each child's personal medication and current medical management plan on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy 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 mobile phone, 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
- informing parents/guardians of items required by children for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.

#### **4. RESPONSIBILITIES OF PARENTS/GUARDIANS**

Parents/guardians are responsible for the following:

- reading and complying with the requirements of this 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 KCCC 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 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
- 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*, *Road Safety Education and Safe Transport Policy*, *Sun Protection Policy* and *Hygiene Policy*.

## 5. RESPONSIBILITIES OF VOLUNTEERS/STUDENTS

Volunteers and students at KCCC are responsible for complying with this policy.

## SOURCES, RELATED POLICIES AND LEGISLATION AND STANDARDS

### 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 Policy*
- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Code of Conduct Policy*
- *Curriculum Development Policy*
- *Dealing with Medical Conditions Policy*
- *Delivery and Collection of Children Policy*
- *Diabetes Policy*
- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*
- *Epilepsy Policy*
- *Fees Policy*
- *Food Safety Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*



- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy Policy*
- *Road Safety Education and Safe Transport Policy*
- *Sun Protection Policy*
- *Supervision of Children Policy*
- *Water Safety Policy*

### **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, Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety*

### **EVALUATION**

To assess whether the values and purpose of this 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.

### **ATTACHMENTS**

- Attachment 1: Developing an excursion/service event authorisation form



## 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)
- 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.

\*\* ACECQA issued new requirements in October 2020 regarding the policies, procedures, risk assessments and written authorisations that must be completed where the transportation of children is involved.

This requires **Risk Assessments** now also consider:

- the means of transport
- any requirements for seatbelts of safety restraints under law of each jurisdiction in which the children are being transported
- the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.

The **written authorisations** given by a parent or other person named in the child's enrolment record must now also state:

- if the authorisation is for a **regular outing**, a description of when the child is to be taken on the regular outing
- if the authorisation is for an excursion that is **not a regular outing**, the date the child is to be taken on the excursion

- if the excursion involves transporting children,
  - the means of transport
  - any requirement for seatbelts or safety restraints under a law of jurisdiction in which the children are being transported.

The definition of a **regular outing** now means a walk, drive or trip to and from a destination –

- that the service visits regularly as part of its educational program; and
- where the circumstances relevant to the risk assessment are *substantially* the same on each outing.