

### Excursion Policy

#### Purpose

Children will go on outings and excursions within the local and wider community to broaden their knowledge of the world around them and how it functions. Excursions will be based on children's interests and the teaching and learning program and will support their:

- Sense of identity and wellbeing
- Connection and contribution to their local and wider community
- Growth as confident and involved learners

A risk assessment will be conducted and risk management plan developed to safeguard children's health, safety and wellbeing when on a regular outing or excursion.

#### Principles

Planning for regular outings and excursions will be a collaborative process, involving educators, children, families and the Centre Director/ Nominated Supervisor or Area Manager

Regular outings and excursions will involve all children, including children with additional needs.

The nominated supervisor will:

- Ensure that an evaluation of the educational potential and relevance to children is completed for any excursion before permission from parents/guardians is sought.
- Ensure that a risk assessment is completed for any excursion or regular outing before permission from parents/guardians is sought. Each risk assessment undertaken by an educator/s will identify and assess any real or potential risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion. Detailed strategies for eliminating, minimising and managing any real or potential risks will be included on the risk assessment report. Area Managers may be consulted through this process.
- The subsequent risk management plan will guide the conduct of the excursion.
- Ensure that planning, evaluation and risk assessment of regular outings is conducted annually, (this will include any quarterly emergency evacuation practice which requires children to be moved to evacuation points outside the licensed space).
- Ensure that planning, evaluation and risk assessment of excursions is conducted whenever an excursion is proposed.
- Obtain written authorisation for an excursion from a parent or other person with authority, before a child leaves the service. The authorisation will contain the information prescribed in the National Regulations 102 (4).
- Obtain written authorisation for each regular outing every 12 months as a minimum.

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- Where concerns are raised about the participation of a child/ren in an excursion and the parents have authorised the child/ren's participation, refer to the Acceptance and refusal of authorisation policy.
- Be in charge of, or nominate the person to be in charge of the excursion.
- Ensure that the person in charge of the service understands their regulatory, policy and duty of care responsibilities.

Educators and employees will:

- Propose and plan excursion based on children's interests, needs and other curriculum considerations.
- Recognise and respond to the increased complexities of keeping children safe, healthy and engaged while on an excursion.

## Scope

This policy applies to all ECMS staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of any ECMS service.

## Roles & Responsibilities

Director, ECE	Is accountable for: <ul style="list-style-type: none"> <li>• Ensuring implementation and compliance with this policy</li> </ul>
Area Managers	Are responsible for: <ul style="list-style-type: none"> <li>• ensuring implementation and compliance with this policy and procedure</li> <li>• ensuring procedure is implemented and all relevant paperwork as defined in procedure, is completed</li> </ul>
Centre Directors & Nominated Supervisors	Are responsible for: <ul style="list-style-type: none"> <li>• ensuring procedure is implemented and all relevant paperwork as defined in procedure, is completed</li> </ul>
Parents /Guardians /Authorised persons	Are responsible for: <ul style="list-style-type: none"> <li>• signing and dating permission forms for excursion</li> <li>• ensuring they adhere to Volunteer and Students policy and procedure</li> </ul>

Relevant Legislation	Education and Care Services National Law 2015: Section 165, 166, 167, 169 Education and Care National Regulations (Current as at 1 July 2018): Regulations 77, 99 – 102, 121-124, 136
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## Attachments

Attachment 1: Risk Management Plan & Assessment Template

Attachment 2: Excursion/Regular Outing Request Form

Attachment 3: Excursion Volunteer Letter Pro Forma

Attachment 4: Excursion Volunteer Agreement Pro Forma

Attachment 5: Excursion/Regular Outing Permission Form

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