

2.24V EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | VERSION 1.0

PURPOSE

This policy provides a clear set of guidelines for LEVNT EC Services to plan and conduct safe and appropriate excursions and service events.

POLICY STATEMENT

VALUES

LEVNT EC Services are 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 LEVNT EC Services, including during offsite excursions and events.

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.

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms refer to the Definitions file of each LEVNT EC policy folder.

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'.

Regular outing: (In relation to education and care services) means an excursion 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.

RESPONSIBILITIES

In addition to the table below, the Approved Provider, persons with management and control, nominated supervisor and/persons in day-to-day charge are responsible for meeting requirements set out in [Attachment 1: Approved Provider and Nominated Supervisor Responsibilities](#). Actions which are legislated requirements of the ECEC sector are indicated with **LR**.

	Approved provider and/or persons with management and control	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents, guardians and carers	Contractors, volunteers and those on student placement
Providing road safety education as part of the curriculum		✓	✓		
Adequately supervising parents/guardians, volunteers, student educators 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)			✓		
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 or less than 14 days prior to an excursion, and that this authorisation is kept in the child's enrolment record (Regulation 161)	LR	LR	✓	✓	
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) and that this the purpose and value for children is communicated to families	✓	✓	✓		
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, 161)	LR	LR	✓	✓	
Complying with all service policies while participating in an excursion or service event including the Code of Conduct Policy, Road Safety and Safe Transport Policy, Sun Protection Policy and Hygiene Policy.		✓	✓	✓	
Complying with the service's Road Safety and Safe Transport Policy		✓	✓		
Contributing to the development of an Excursions and Service Events Policy reading and complying with the requirements of the Excursions and Service Events Policy	✓	✓	✓		
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.		✓	✓		
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 (Regulation 98)	LR	✓	✓		
Ensuring an accurate attendance record is kept for children and parents attending an excursion, and for children remaining at the service while an excursion is happening	✓	✓	✓		
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 educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123)	LR	LR	✓		
Ensuring sunscreen (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade		✓	✓		

Ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is available and taken on excursions and other offsite activities	✓	✓	✓		
Ensuring that educators and staff comply with the service's Road Safety and Safe Transport Policy	✓	✓	✓		
If participating in an excursion or service event, informing an educator immediately if a child appears to be missing from the group				✓	
Implementing 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>)	✓	✓	✓		
Informing parents/guardians of items required by children for the excursion or service event and ensuring these are provided eg. snack/lunch, sunscreen, coat etc		✓	✓	✓	
Supporting all children to participate in excursions and service events 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>)	✓	✓	✓		
Ensuring 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>)	✓	✓	✓		
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				✓	
Undertake a risk assessment for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)	LR	LR	✓		
where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness		✓	✓		

SPECIFIC PROCEDURES

Parent volunteers to fill in their own medical/emergency contact information form when attending an excursion in an official capacity.

Parents/guardian helpers not to bring smaller siblings on excursion.

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
- assess whether a satisfactory resolution has been achieved in relation to issues arising from this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of a policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk

AUTHORISATION & REVIEW

This policy was adopted by Lutheran Education VIC, NSW, TAS and ACT Ltd as Approved Provider for this service on [Date].

REVIEW DATE [MONTH]/[YEAR] or earlier as required.

ATTACHMENTS

ATTACHMENT 1: Approved Provider and Nominated Supervisor Responsibilities

In addition to the responsibilities outlined in the table above, the Approved Provider and/or persons with management and control, and the Nominated Supervisor and/or persons in day-to-day charge have a number of additional responsibilities relevant to their position.

- 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)

REFERENCES

LEGISLATION & STANDARDS

- 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

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
- ELAA's Road Safety Education program www.childroadsafety.org.au
- *Victorian Early Years Learning and Development Framework:* www.education.vic.gov.au
- VicRoads: 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

- 1.02 Curriculum Development Policy
- 1.03 Inclusion and Equity Policy
- 2.18 Diabetes Policy
- 2.02 Nutrition, Oral Health and Active Play
- 2.03 Sun Protection Policy
- 2.04 Water Safety Policy
- 2.05 Administration of First Aid Policy
- 2.06 Incident, Injury, Trauma and Illness Policy
- 2.08 Dealing with Medical Conditions Policy
- 2.09 Emergency and Evacuation Policy
- 2.10 Delivery and Collection of Children Policy
- 2.13 Road Safety and Transportation of Children Policy
- 2.14 Supervision of Children Policy
- 2.15 Administration of Medication Policy
- 2.16 Anaphylaxis Policy
- 2.17 Asthma Policy
- 2.19 Epilepsy Policy
- 2.20 Food Safety Policy
- 2.21 Hygiene Policy
- 3.02 Occupational Health and Safety Policy
- 4.03 Volunteers and Student Educators Policy
- 5.01 Interactions with Children Policy
- 6.01A Enrolment and Orientation Policy (LDC)
- 6.01B Enrolment and Orientation Policy (Kindergarten)
- 6.02 Acceptance and Refusal of Authorisations Policy
- 7.02 Privacy and confidentiality Policy
- 7.03A Fees – Long Day Care Policy
- 7.03B Fees – Kindergarten Policy
- Code of Conduct Policy