

2.24 EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | VERSION 1.23

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 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

The Approved Provider, persons with management and control, nominated supervisor and/or persons in day-to-day charge are responsible for meeting legislated requirements of the ECEC sector which 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		✓	✓		
Developing an Excursions and Service Events Policy in consultation with the nominated supervisor, staff and parents' guardians at the service	LR	✓	✓	✓	✓
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	✓	✓	✓	✓
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 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	✓	✓	✓	✓
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 names in the child's enrolment record, and that the authorisation includes all details required under Regulation 99, 102(4)	LR	✓	✓		✓
Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day	LR	✓	✓		
Ensuring that children are adequately supervised at all times	LR	✓	✓		✓
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)	LR	✓	✓		
Displaying a notice at the service and/or via email 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 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	LR	✓	✓	✓	✓
Ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123)	LR	✓	✓		
Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade	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
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	LR	✓	✓		✓
Ensuring that educators and staff comply with the service's Road Safety and Safe Transport Policy	LR	✓	✓	✓	✓
If participating in an excursion or service event, informing an educator immediately if a child appears to be missing from the group				✓	✓
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	✓	✓	✓		
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>)	LR	✓	✓	✓	✓
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) including suitability of venue	LR	✓	✓		
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	LR	✓	✓		
Developing strategies to improve children's safety in high-risk situations such as excursions near water or near a road	LR	✓	✓		
Ensure a new risk assessment is completed when circumstances change for regular outings	LR	✓	✓		
Encouraging parents/guardians to comply with the service's Road Safety and Safe Transportation Policy	LR	✓	✓	✓	✓
Ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians		✓	✓		
Discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity		✓	✓		
Involving children in consultation and decision-making processes		✓	✓		✓
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 would be included as an expenditure item in the service's budget and, as a result, will not incur additional charges	✓	✓	✓		
Ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions	LR	✓	✓		
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	LR	✓			
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	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
Ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening	LR	✓	✓		✓
Conducting and recording regular head counts when leaving or arriving at a site and when entering transport as well as other intervals throughout the excursion or event		✓	✓		
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	✓	✓	✓		
Supervising and caring for siblings and other children in their care who are not enrolled in the program				✓	
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 20 April 2023.

REVIEW DATE April 2025 or earlier as required.

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

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