

## EXCURSIONS AND REGULAR OUTINGS

### POLICY

Building Futures Care encourages excursions and regular outings which follow safety regulations. Prior written permission will be obtained from the parents/guardians before children are taken on any excursion or outing.

The Educator is required to hold current certificate in first aid, asthma and anaphylaxis.

### PROCEDURE

The aim of an excursion is to extend the children's experiences beyond that able to be offered at the family day care service. The excursion objective is to offer the children these extended experiences in an enjoyable manner that is safe and as anxiety free for the children, adults and Educator as possible.

A risk assessment must be done by the Educator before any excursions or outings are to take place. A copy of the risk assessment/management plan must be kept at the family day care service and made available to parents/guardians.

**Any excursions must be communicated to the Coordination Unit and discussed with them before they are undertaken.**

Educators must always take with them a first aid kit and emergency phone numbers when on an excursion or outing.

A risk assessment for an excursion must:

- Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
- Specify how the identified risks will be managed and minimized.

A risk assessment must also consider the proposed route and destination for the excursion; and any water hazards; and any risks associated with water-based activities; and the transport to and from the proposed destination for the excursion; and the number of adults and children involved in the excursion; and given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialized skills are required (e.g. life-saving skills); and the proposed activities; and the proposed duration of the excursion; and the items that should be taken on the excursion.

Educators are required to review and complete the Excursion Risk Assessment form, adding any further risk or hazards which may occur due to the proposed excursion. Use the Risk Matrix attached to the Risk Assessment to determine the level of risk for each hazard and provide relevant elimination/control measures in the columns provided.

Risk assessments must be reviewed and updated at least annually.

Parents will be informed of the upcoming excursion or outing. A permission form will be given to the parent/guardian to sign and return to the Educator before the excursion or outing. **Completed Risk Assessments must be made available to parents for review before signing the permission form.**

The permission form to take the child outside the family day care service must include:

- the child's name; and
- the reason the child is to be taken outside the premises; and
- the date the child is to be taken on the excursion (unless the authorization is for a regular outing); and
- a description of the proposed destination for the excursion; and
- the method of transport to be used for the excursion; and
- the proposed activities to be undertaken by the child during the excursion; and
- the period the child will be away from the premises; and
- the anticipated number of children likely to be attending the excursion; and
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- the anticipated number of Educators and any other adults who will accompany and supervise the children on the excursion; and
- that a risk assessment has been prepared and is available at the service.

If the excursion is a regular outing, the authorisation is required to be obtained upon the child's enrolment at the family day care service and then every 12-months thereafter; but must still contain the above information each time. **If the regular outing changes in anyway (whether this is a change in time, route taken or any other change), a new risk assessment is required to be written and authorised by parents/ guardians.** A regular outing is defined as a routine activity which takes place outside of the Educator's place of business.

A child is not to be taken outside the family day care residence or venue on an excursion or outing unless written authorization has been provided by the parent/guardian.

**Educators are to constantly undertake visual checks and head counts of all children in care when on excursions.**

Children taken on an excursion for a water activity are supervised by at least one family day care Educator and/or volunteer for each enrolled child who is under 3 years of age and one supervising officer or volunteer for each multiple of 2 enrolled children who have reached 3 years of age and for any remainder.

Educators must take the following items on each excursion:

- Any required equipment and plans relating to individual medical conditions or allergies.
- First Aid Kit
- Parents contact information
- Supplies as required.
- Appropriate foods and drinks as required
- Sunscreen
- Hats
- Mobile phone

#### RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (100; 101; 102)

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