

EXCURSIONS

EDUCATIONAL PROGRAM AND PRACTICE (QUALITY AREA 1)



Part 1 - Purpose

To ensure the safety and wellbeing of all children during planned and purposeful excursions.

Part 2 - Scope

This policy and procedure relates to Quality Areas One, Two and Six of the National Quality Standard.

This policy and procedure applies to all educators and support staff employed to work in an Early Childhood Centre.

Part 3 - Policy

Northside is committed to the importance of supporting children's learning and wellbeing through holistic and diverse teaching strategies, including engaging in planned and purposeful experiences outside of our Early Childhood Centres.

Northside also strongly believes in the right of children to civic participation, and the importance of children having strong connections and engagement with their local community.

The first priority in any excursion out of the Centre is the health and safety of the children taking part. A full risk assessment is to be carried out by the Centre while planning each excursion (or planning a regular series of excursions), then authorisation is to be sought from the parent or guardian of any child taking part.

Part 4 - Procedures

4.1 Risk Assessment

A formal risk assessment must be conducted before any planned excursion. The risk assessment must include:

- identification and assessment of risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion;
- specify how the identified risks will be managed and minimized;
- the proposed route and destination for the excursion; and
- any water hazards or risks associated with water-based activities;
- the transport to and from the proposed destination for the excursion;
- the number of adults and children involved in the excursion;
- 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 specialised skills are required;
- the proposed activities;
- the proposed duration of the excursion;
- the items that should be taken on the excursion.

In the event of a regular excursion that has the same characteristics each time (e.g. short walks around the Centre), a single risk assessment can be conducted prior to the first excursion and can be utilised for all subsequent excursions. The risk assessment must be reviewed no later than 12 months after the initial risk assessment, or in the event of any significant changes to the nature of the excursion.

4.2 Authorisation

Written authorisation must be obtained from each child's parent or guardian prior to any excursion. The child's parent or guardian must have access to the completed risk assessment for the planned excursion.

4.3 Children's Learning

Any planned excursion undertaken by Educators must be related to children's ongoing learning and wellbeing, and be documented and assessed using the Early Years Learning Framework.

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Part 5 - Definitions

Northside: Northside Community Service, including all Services operated by both Community Services and Children's Services.

Approved Provider: A person who holds a provider approval under the National Quality Framework. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

Nominated Supervisor: A person who is a certified supervisor, has been nominated by the Approved Provider to accept day-to-day management of the Early Childhood Centre and has consented to that nomination.

Certified Supervisor on Duty: A certified supervisor is placed in day-to-day charge of an education and care service if the approved provider or nominated supervisor nominates the certified supervisor as the person in day-to-day charge, and the certified supervisor accepts this nomination in writing.

Part 6 – Related Documents

Education and Care Services National Regulations

located at: <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

Excursion risk management plan

located at: <http://files.acecqa.gov.au/files/Templates/Excursionriskmanagementplan.pdf>

Part 7 – Policy Status and Details

Document Reference:	Children's Services - Excursions
Status:	Final
Approval Authority:	Simon Rosenberg – Chief Executive Officer
Signature of Approval Authority:	
Approval Date:	22 March 2016
Effective Date:	22 March 2016
Review Date:	22 March 2017
Expiry Date:	22 March 2017
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Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
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