

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 applies to all Directors, Educators and support staff employed to work in an Early Childhood Centre.

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

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

Risk Assessment

A formal risk assessment must be taken part 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 minimised;
- The proposed route and destination for the excursion;
- Any water hazards or risks associated with water-based learning experiences;
- 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 learning experiences;
- 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.

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.

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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.

Part 5 - Definitions

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

Staff member: Any person, paid or unpaid, engaging in work or representing the interests of Northside Community Service.

Service: Any Early Childhood Education Centre or activity operated by Northside Community Service.

Educators: early childhood practitioners who work directly with children in early childhood settings.

Nominated Supervisor: The qualified staff member (the Approved Provider or a Director or Educator nominated to fill the position) who is identified within the Service and has been legally appointed with relevant documentation as the Nominated Supervisor. This position holds legislative and regulatory responsibilities including but not limited to quality assurance for educational programs, supervision and safety of children, entry and exit to the premises (including excursions for children), staffing, administration of medication (both prescription and non-prescription), sleep and rest, and the preparation of food and beverages. A list of the responsibilities and requirements for this position can be found in the Related Documents section of this document.

Part 6 – Related Documents

Education and Care Services National Law

Education and Care Services National Regulations

Excursion risk management plan: <https://www.acecqa.gov.au/search?s=excursion+risk>

Part 7 – Policy Status and Details

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Author:	Anna Whitty
Enquiries Contact:	Name: Anna Whitty Position: Executive Director, Children's Services Phone: 02 6171 8000 Email: anna.whitty@northside.asn.au

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Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
30/10/18	V2	Updates to reflect recent regulatory and quality standard changes	Policy Status & details