

Last reviewed: July 2019

Nillumbik Playhouse Policy

Excursions and regular outings

POLICY STATEMENT

Excursions, including regular outings, provide valuable opportunities for children to explore the wider community and to extend the educational program. Excursions are outings that occur from time to time, such as a trip to the zoo. Routine outings are excursions which are conducted on a regular basis such as a weekly trip to the library.

Nillumbik Playhouses take every precaution to ensure the health, safety and wellbeing of the child, along with the educational and developmental needs of the children are met during excursions and regular outings.

SCOPE

Primary Nominee, Approved Nominee, Accepted Nominees, educators, staff, students on placement, contractors, volunteers, parents/guardians, children and others attending the programs and activities of the Playhouse, including during offsite excursions and activities, and any other individual involved in this organisation.

LEGISLATION

Children's Services Regulations 2009 (v10)

Regulation 73; 74.

Education and Care Services National Regulations

Regulation 165; 167; 169

Regulation 168(2); 171

Regulation 51; 52(g)

Regulation 100; 101; 102; 122;

Regulation 126-127; 136(1); 97(a)

Regulation 73(2); 77-78; 109

Regulation 89; 98; 162; 160(3)

Children's Services Act 1996 (Vic)

Section 26; 26B; 27; 29A

National Quality Standard

Standard 2.3; Element 2.3.1; 2.3.2

Education and Care Services National Law Act 2010 (Vic)

Regulation 4

Part 6- 165; 167; 168; 169; 173

Child Safe Standards

Standard 3; 6; 7

GOALS / What we are going to do

- Excursions are based on children's interests and needs and will support their:
 - Sense of identity and wellbeing
 - Connection and contribution to their local and wider community
 - Growth as confident and involved learners.
- A risk assessment is conducted for any excursion, and a risk management plan developed to safeguard children's health, safety and wellbeing when on an excursion or regular outing.
- A risk assessment is conducted for regular outings and reviewed every 12 months or when circumstances change.
- Written authorisations from a Parent/Guardian is obtained prior to taking a child outside the Playhouse premises.
- An adequate number of educators and where necessary, other responsible adults, accompany the children.
- At least one educator who holds an approved first aid qualification, anaphylaxis management training and emergency asthma management training will attend.

EVALUATION

To ensure continuous improvement, the Primary Nominee will:

- Accept feedback from everyone affected by the policy regarding its effectiveness, including children, families and staff.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Notify Parents/Guardians when making changes to this policy or its procedures.
- Make updates to the policy as part of the service's policy review cycle, or in response to current legislation, research, policy and best practice updates, or as otherwise required.

RELATED DOCUMENTS

Relevant service policies such as:

Delivery and collection of children	Dealing with medical conditions	Emergency and evacuation
Health and safety	Incident, injury, trauma and illness	Anaphylaxis
Staffing	Enrolment and orientation	Interactions with children

RESOURCES

Excursions and regular outings- Department of Education and Training
www.education.vic.gov.au

AUTHORISATION

This policy was adopted on 15 August 2019.

REVIEW DATE

This policy will be reviewed in December 2020.

PROCEDURE/ How it will be done

The responsible person/nominated supervisor will:

- Upon enrolment, inform Parent/Guardians that the the curriculum includes engaging in excursions and routine outings, and these may include visits to preschool, school, shops, local parks, child health centres, libraries, or an emergency evacuation.
- Upon enrolment, request Parents/Guardians give permission for their child to participate in routine excursions within the designated areas and renew this authorisation every 12 months.
- Written authorisation from a child's Parent/Guardian must be obtained prior to the excursion. The information must state:
 - child's name;
 - reason the child is to be taken outside the premises; and the learning outcomes
 - date the child is to be taken on the excursion
 - description of the proposed destination for the excursion; and
 - method of transport to be used for the excursion; and
 - proposed activities to be undertaken by the child during the excursion; and
 - period the child will be away from the premises; and
 - anticipated number of children likely to be attending the excursion; and
 - anticipated ratio of educators attending the anticipated number of children attending the excursion; and
 - anticipated number of staff members 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 (NR 102(4)).
- Ensure any excursion outside the designated area is approved by the Licensee or their representative. Best practice suggests parents are consulted prior to plans being finalised.

- Ensure the preparation of a risk assessment and make it available at the service.
- Ensure any educators or responsible adults attending the excursion are aware of the service's policy and procedure that set out the instructions for what must be done in the event of an emergency (regulation 97(a)) and are aware of the risk assessment for the excursion.
- Ensure educators carry with them on any excursion:
 - A suitably equipped first aid kit
 - the telephone number of any person who is to be notified in case of an accident, injury, trauma or illness involving the child and the child's registered medical practitioner or medical service
 - an operational mobile telephone with an appropriate connection to a mobile telephone network
 - a medical action plan if the child has been diagnosed as at risk of anaphylaxis and/or asthma
- Ensure sun protection policies are followed, and the availability of shade considered in planning excursions/outings.
- Ensure toilet facilities are considered in the planning of excursions/outings.
- Ensure the provisions are met under National Regulations 73(2); 77; 78; 89; 98; 109; 122; 126-127; 136(1); 162; 160(3); 169 are met.

The educators will:

- Ensure that a child who is being cared and educated for is not taken outside the service on an excursion unless written authorisation has been provided by a Parent/Guardian.
- Maintain adequate health and hygiene practices when handling, preparing or storing food during the excursion.
- Inspect toileting facilities to ensure they are adequate and safe for use by children and accompany children using these facilities.
- Ensure access to safe drinking water and offer appropriate food and beverages during the excursion.
- Ensure the mobile phone and first aid kits are in good working order before leaving the premises
- Ensure children are protected from the sun.
- Ensure ongoing management of a child's specific medical needs where appropriate.