

Excursions, Regular Outings & Service Events Policy

Policy Statement

Uniting Early Learning is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society;
- ensuring that all excursions, regular outings 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.

Executive Summary

Children develop a sense of belonging to groups and their communities at an early age. To enable them to broaden their understanding of the world in which they live, opportunities to participate in excursions, regular outings and/or service events is important for their learning. For excursions and service events to be a valuable teaching and learning vehicle, experiences provided will be considered in the context of children's abilities, interests and learning needs. An inclusive approach is essential, to ensure that all children can attend, regardless of their socio-economic background, ethnicity, ability level, and additional or medical needs.

Mandatory prior planning is required and will include the completion and approval of a risk assessment, gaining parent's written authorisation and on the day, ensuring adequate supervision at all times and child/adult ratios that are above minimum requirements.

Current Environmental Context

Regular monitoring of all children in attendance, or should be in attendance is critical, particularly at times of transition and while on an excursion, regular outing or participating in a service event.

Services must regularly check children's presence against accurate attendance records and ensure the identity of each and every child.

The Approved Provider/Licensee, educators and approved family day care assistants must all be aware of the additional risks when taking children outside of the service, and when children are being transported.

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The service must assess whether any additional staffing is required for the proposed venue and activities, and to meet their duty of care. Additional children attending, for example, younger siblings accompanied by parents are not included in the ratio but must be planned for in the risk assessment. The number of children attending, must not exceed the maximum number of approved places, for example during an incursion.

For the purpose of this policy, a service event excludes a parent attended event, where children are on site and does not form part of the program for children, however as the service does have a duty of care to all consumers, a risk assessment must be completed prior to these events and submitted for approval. A social occasion or a welcome event in the evening or on the weekend, or an offsite service picnic at the end of the year, is not included in the definition of a service event.

Attachment 3a: Responsibilities relating to the Excursions, Regular Outings and Service Events Policy

Attachment 3b: Excursion approval procedure

Attachment 3c: Guidelines for accompanying Volunteers/Students

Current forms can be found on the Uniting Intranet. [Click here](#)

Form 3.1	Excursion Plan
Form 3.2	Excursion Authorisation Form
Form 3.3	Regular Outing Plan
Form 3.4	Regular Outing Authorisation Form
Form 3.5	Service Event Plan
Form 3.6	Service Event Authorisation Form
Form 33.7	Risk Assessment

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Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania (approved May 2017).

- Acceptance and Refusal of Authorisations Policy
- Administration of Medication Policy
- Asthma appendix Policy
- Dealing with Medical Conditions Policy
- Diabetes appendix Policy
- Emergency and Evacuation Policy
- Epilepsy appendix Policy
- Food Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Children Policy
- Workplace Health and Safety Policy
- Sun Protection Policy
- Safe Travel (Children) Policy
- Nutrition, Oral Health and Active Play Policy
- Participation of Volunteers and Students Policy
- Anaphylaxis appendix Policy
- Code of Conduct Policy
- Delivery and Collection of Children Policy
- Educational Program and Practice Policy
- Enrolment and Orientation Policy
- Fees Policy
- Hygiene and Infectious Disease Policy
- Access and Equity policy
- Inclusion and Diversity policy
- Administration of First Aid Policy
- Supervision of Children Policy
- Water Safety Policy
- *Children's Services Act 1996, s26, 27, 29*
- *Children's Services Regulation 2009, r73, 74, 79, 80, 101*
- Department of Education & Training, Regulation and Quality Assessment, *NQF Fact Sheets. Excursions and routine outings* (October 2017).
- *Education and Care Services National Law Act 2010. s51, 165, 167, 169, 52*
- *Education and Care Services National Regulations 2011: Regulations 73, 77, 78, 97, 98, 99, 100-102, 109, 122, 123, 136, 144, 161, 168, 169, 171, 355, 357, 360*
- National Quality Standard, Quality Area 1: *Educational Program and Practice*
- National Quality Standard, Quality Area 2: *Children's Health and Safety*
- *Tasmanian Licensing Standards for Centre Based Child Care Class 5* (October 2014). Standard 4.

Authorisation

This policy was adopted by Uniting Early Learning on 10 June, 2019

Review

This policy is to be reviewed by: 10 June, 2020

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