



Excursion Policy

Covers

- Regular Excursions Procedure
- Non-Regular Excursions Procedure

Intention

Nurturing Family Day Care Scheme understands and supports family day care educators to provide experiences for children that are outside of the registered residence or approved venue and in the community. To ensure that they are safe, appropriate and comply with the National Laws and Regulations that govern the service, all appropriate individuals will work within the procedures outlined at all times.

Overview

This policy, and all policies and procedures that are associated with the Excursion Policy, are implemented at all registered residences and approved venues by all educators, staff and visitors who are allied with the scheme.

This comprises of -

- The requirements of a family day care educator when providing a regular excursion.
- The requirements of a family day care educator when providing a non-regular excursion.

The approved provider will ensure -

- That all documentation and parental permission required is sought and stored for each child that is participating in a regular or non-regular excursion.
- That they have reviewed all documentation required for a regular or non-regular excursion to take place.
- That they provide, and continue to deliver, education and training for all family day care educators on the high standards of supervision necessary when educating and caring for children, on the documentation and permissions required for each regular and non-regular excursion, and the legal restrictions surrounding an excursion.
- All children must be always supervised (to the highest of standards), that the children are being educated and cared for and are not to be out of sight of the family day care educator at any time while outside the registered residence or approved venue (visual head counts are to be automatic and constant).
- At no time will any child be left alone in a vehicle.



- The transportation policy is strictly followed when using vehicle transportation (including head counts).
- That the potential hazards of a destination and the activity are to be taken into consideration as to the distance allowed between an enrolled child and a family day care educator (for example, unfenced parks require an educator to keep all children close at hand and together when compared with a fenced park; children of school age require more independence while on an excursion when compared with children of a non-school age) and the number of adults required to attend an excursion (for example, if water is to be involved).
- That the items listed on the Excursion forms are regularly audited to ensure that they are being taken on each and every excursion.

Mobile Phone (charged)	Contact Details for each Child
First Aid Kit (Stocked)	Medical Information/medication (if applicable)
Water Bottles	Snacks (if away for more than 2 hours)
Change of clothes	Change of nappies
Hats	Sunscreen

- That any incidents, injuries, trauma, and illnesses, or serious incidents that occur while on an excursion are managed occurring to the Incident, Injury, Trauma, and Illness Policy.
- That areas surrounding a registered residence or approved venue and are used during the emergency evacuation procedures and corresponding policy are listed on the Regular Excursion Form, with the relevant documentation (risk assessment) completed.
- That written notification is given to families (recommended less than a week's notice) of a regular excursion occurring (except when involving an emergency evacuation and destinations listed on the Weekly Travel Times form) before it occurs.

Regular Excursion Procedure

The approved provider requires that each family day care educator that is providing regular excursions for the enrolled children with Nurturing Family Day Care Scheme, do so in a manner that upholds the safety of all, ensures that a destination is risk assessed and managed, and has the documentation and permissions required before leaving a registered residence or approved venue. A destination is any area that is outside of the documented registered areas listed on the Registered and Approved Certification Assessment and the area not highlighted on the map displayed in the Registered Residence.

- A regular excursion is an excursion that takes place regularly throughout the year. They are to be of benefit to the enrolled children who will be participating in them.
- Regular excursions that are to a specific destination at a specific time and day can be listed on the Weekly Travel Times form and displayed for families. All other regular excursions will have a written notification listing the specific time and day of the excursion.
- Completed documentation is required before an enrolled child can leave the registered areas of the registered residence or approved venue, this includes –
 - A Risk Assessment and Management of an Excursion Destination Form.
 - A Risk Assessment and Management of an Activity Form for all activities/experiences that have the potential to cause harm and are not covered by the above form (including transportation).
 - A Regular Excursion Form.



- Google maps of the route travelled.
- Driver's license if the adult is driving the transportation used.
- Car insurance if the vehicle is privately owned.
- Car registration if the vehicle is privately owned.
- Car safety certificate, road worthy and/or current car warranty if the vehicle is privately owned.
- Car seat safety certificate on each car seat fitted, and for each child to be placed in a car seat that is legally recognised and appropriate for that child if the vehicle is privately owned.
- A Risk Assessment and Management of an Excursion Destination Form is to be completed for each destination that is listed on the Regular Excursion Form, including what to do if a child is dropped off or picked up during an excursion. This is to be reviewed or shared to the parent/s or guardian/s of each child on enrolment.
- The Risk Assessment and Management of an Excursion Destination Form is to be reviewed and updated each calendar year, or when a change occurs to the destination that effects that information that has previously been documented.
- Once a Risk Assessment and Management of an Excursion Destination Form is updated it is to be reviewed by the approved provider and the parent/s or guardian/s of each child enrolled.
- Google maps are to be done listing the route/s that are to be taken to and from the destination and are to be reviewed or shared to the parent/s or guardian/s of each child on enrolment. These are to be reviewed yearly or when a change to the route occurs and reviewed or shared to the parent/s or guardian/s again.
- A Risk Assessment and Management of an Activity Form is required if there is a potential risk or hazard identified in relation to the excursion that is not already listed on the destination risk assessment and management form (transportation in a car, a new experience with water, etc.).
- The Risk Assessment and Management of an Activity Form is to be reviewed and updated each calendar year, or when a change occurs to the activity that effects that information that has previously been documented.
- The Risk Assessment and Management of an Activity Form is to be available to the approved provider and the parent/s or guardian/s of each child participating in the activity before it takes place.
- A Regular Excursion Form is to be completed for each family, this is to be reviewed and updated each calendar year, or when a change occurs to the information.
- All yearly forms required are to be extensively completed, with parent, guardian or authorised to authorise permission signed where indicated.
- Additional written notification to the approved providers and the parent/s or guardian/s within the previous week before a regular excursion occurs is required –
 - In accordance with the details recorded on the Regular Excursion Form, on the (date), between (time leaving) to (time returning), we will be traveling by (transportation) to the (destination) with (how many children) and (how many adults). A head count will be completed according to policy.
 - Weekly Travel Times form is considered notification to specific destinations.
- Signed permission can be granted by the Authorised to Authorise individual if one has been indicated on the Family Enrolment form.
- Family day care child to educator ratios apply at all times.
- Medical management plans for any enrolled children on excursions are followed.
- Regular excursions that involve water require additional documentation and restricted ratios as per the Water Safety Policy.

Non-Regular Excursion Procedure



The approved provider requires the consistent and diligent expertise to occur on a non-regular excursion as expected when a regular excursion occurs. Non-regular excursions require a high level of knowledge and proficiency due to their occasional nature and unfamiliar setting for the children.

- A non-regular excursion is an excursion that takes place on a non-regular basis and are only to happen when it is of a benefit to the enrolled children who will be participating in them.
- Completed documentation is required before an enrolled child can leave the registered areas of the registered residence or approved venue, this includes –
 - A Risk Assessment and Management of an Excursion Destination Form.
 - A Risk Assessment and Management of an Activity Form for all activities/experiences that have the potential to cause harm and are not covered by the above form (including transportation).
 - A Non-Regular Excursion Form each time a non-regular excursion occurs.
 - Google maps of the route travelled.
 - Driver's license if the adult is driving the transportation used.
 - Car insurance if the vehicle is privately owned.
 - Car registration if the vehicle is privately owned.
 - Car safety certificate, road worthy and/or current car warranty if the vehicle is privately owned.
 - Car seat safety certificate on each car seat fitted, and for each child to be placed in a car seat that is legally recognised and appropriate for that child if the vehicle is privately owned.
- A Risk Assessment and Management of an Excursion Destination Form is to be completed for the destination that is listed on the Non-Regular Excursion Form, including what to do if a child is dropped off or picked up during an excursion.
- The Risk Assessment and Management of an Excursion Destination Form is to be reviewed and updated each calendar year, or when a change occurs to the destination that effects that information that has previously been documented.
- The Risk Assessment and Management of an Excursion Destination Form is to be reviewed or shared to the approved provider and the parent/s or guardian/s of each child participating before a non-regular excursion is to take place.
- Google maps are to be presented listing the route/s that are to be taken to and from the destination and are to be reviewed by the approved provider and the parent/s or guardian/s of each child participating before a non-regular excursion is to take place. These are to be updated yearly or when a change to the route occurs.
- A Risk Assessment and Management of an Activity Form is required if there is a potential risk or hazard identified in relation to the excursion and is not already listed in the destination risk assessment and management (transportation in a car, an experience with water, etc.).
- The Risk Assessment and Management of an Activity Form is to be reviewed and updated each calendar year, or when a change occurs to the activity that effects that information that has previously been documented.
- The Risk Assessment and Management of an Activity Form is to be available to the approved provider and the parent/s or guardian/s of each child participating in the activity before it takes place.
- A Non-Regular Excursion Form is to be completed by each family that is participating in the non-regular excursion (this form covers the specific day and time that the non-regular excursion will occur) and forwarded to the approved provider before a non-regular excursion can occur.
- All yearly forms required are to be extensively completed, with parent, guardian or authorised to authorise permission signed where indicated.
- Family day care child to educator ratios apply at all times.
- Medical management plans for any enrolled children on excursions are followed.
- Non-regular excursions that involve water require additional documentation and restricted ratios as per the Water Safety Policy.



Sources

Education and Care Services National Law and National Regulations 2011 (Updated October 2023)

- Section 3, Objectives and guiding principles.
- Section 165, Offence to inadequately supervise children.
- Section 167, Offence relating to protection of children from harm and hazards.
- Section 174, Offence to fail to notify certain information to Regulatory Authority.
- Section 175, Offence relating to requirement to keep enrolment and other documents.
- Reg 12, Meaning of a Serious Incident
- Reg 85, Incident, injury, trauma and illness policies and procedures.
- Reg 86, Notification to parents of incident, injury, trauma and illness.
- Reg 87, Incident, injury, trauma and illness record.
- Reg 88, Infectious diseases.
- Reg 89, First Aid kits.
- Reg 90, Medical Conditions policy
- Reg 99, Children leaving the education and care service premises
- Reg 100, Risk assessment must be conducted before excursion.
- Reg 101, Conduct of risk assessment for excursion.
- Reg 102, Authorisation for excursions.
- Reg 123A, Family day care coordinator to educator ratios – family day care
- Reg 124, Number of children who can be educated and cared for - family day care
- Reg 136, First aid qualifications
- Reg 161, Authorisations to be kept in enrolment record
- Reg 162, Health information to be kept in enrolment record
- Reg 168, Education and care services must have policies and procedures.
- Reg 169, Additional policies and procedures – family day care
- Reg 170, Policies and Procedures to be followed
- Reg 171, Policies and Procedures to be kept available
- Reg 172, Notification of change to policies and procedures
- Reg 177, Prescribed enrolment and other documents to be kept by approved provider.
- Reg 178, Prescribed enrolment and other documents to be kept by family day care educator.
- Reg 183, Storage of records and other documents

National Quality Standard (Updated February 2018)

- 2.1, Each child's health and physical activity is supported and promoted
- 2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.2, Each child is protected.
- 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- 2.2.3, Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- 7.1, Governance supports the operation of a quality service.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

Early Years Learning Framework

ACECQA

Kidsafe Qld



Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: September 2017

March 2018

October 2018

October 2019

October 2020

October 2021

October 2022

October 2023

October 2024

Next review: October 2025