

OP24 Excursion Policy

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1 Purpose

Petit Early Learning Journey (Petit ELJ) services are committed to promoting safe excursions as valuable and meaningful opportunities for children to explore and engage with their community. Petit ELJ sees children as active citizens and knows that children who participate in regular excursions feel a deeper sense of belonging to their local community. Excursions are also an opportunity to advocate for the rights of children and promote their agency, as they are observed confidently exploring the community around them.

Every excursion will be carefully planned and thoroughly risk assessed to ensure children's health, safety and wellbeing are protected in accordance with National Regulations. This includes all aspects of transportation that may occur in the course of the excursion including where transportation is provided through the use of a Company Vehicle.

Petit ELJ works in partnership with families to encourage their participation and enhance respectful and reciprocal relationships.

2 Scope

The Approved Provider, Operations Managers, Nominated Supervisor / Centre Director, educators, employees and parents/caregivers are all responsible for ensuring the safety, security and wellbeing of enrolled children when planning and participating in excursions.

3 Definitions

Excursion - Any outing away from the principal place of care (ie. outside the Petit ELJ premises) is considered an "excursion". For clarity this does not include activities which may take place in the centre carpark as this area is a part of the centre premises and the children are not leaving the premises, and includes regular outings

Regular outing - Any outing (walk, drive, or trip) to and from a destination that (a) the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are substantially the same on each outing. Excursions therefore may be regular outings.

Risk assessment – is one part of risk management. It is the process by which specific risks are evaluated and addressed. Undertaking a risk assessment means evaluating or deciding which risks are significant and how they should be addressed. It involves critical reflection on the benefits and hazards identified within the service, such as an experience, excursion, practice, piece of equipment or learning environment.

Transportation - Transportation forms part of an education and care service if the service remains responsible for children during that period of transportation and when children are transported by the service or on transportation arranged by the service. Transportation is therefore a part of every excursion or regular outings.

Regular transportation – The transportation by the service or arranged by the service of children to and from school to support OSHC programs, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported.

Stakeholder – A person or group of people who have an interest in a business a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.

4 Policy principles

Petit ELJ recognises that experiences outside of the service have many benefits for children’s learning, development, and wellbeing. Excursions are a way of encouraging children to become active members within their community and provide an opportunity to advocate for the rights of children and promote their agency.

This policy ensures that Petit ELJ complies with the Education and Care Services National Regulations requirements in respect of excursions including regular outings, and specifically regulations 100, 101, 102 and 168(2)(g). These requirements relate to policies and procedures, risk assessments, and written authorisations.

This policy ensures that each stakeholder understands their shared responsibilities while planning, documenting and participating in excursions of enrolled children while they are attending Petit ELJ services:

- Educators must understand that a duty of care exists while children are in the care of Petit ELJ, including while outside the centre on an excursion and during any transportation that occurs in the course of the excursion.
- Parents/carers must understand that they are required to follow specific procedures to ensure that Petit ELJ can provide high quality care for their children.

Transportation is a part of every excursion or regular outing. Transportation can take many forms including walking, public transport (buses, trains, trams, ferries), private transport (commercial for-hire buses or coaches) and in some instances Company Vehicle. Transporting children provides opportunities for strengthening connections between educators, families, and the wider community and can provide opportunities to build on children’s understandings of how to keep safe in and around vehicles. Accordingly, Petit ELJ requires specific consideration of transportation as a part of every excursion or regular outing.

Supervision is critical to the safety of children. Adequate supervision is dependent on the context in a setting at a particular time, considering the abilities of the individual children and the specific features of the environment. In respect of excursions or regular outings additional responsible adults, such as parents / carers / volunteers, may accompany children to provide additional supervision. However Petit ELJ’s duty of care can not be delegated to these persons and educator to child ratios must always be adhered to.

Where Petit ELJ services provide regular transportation of children i.e. other than as a part of an excursion, the requirements for ensuring safe transportation and compliance with the National Regulations are set out in the Petit ELJ’s *Regular Transportation of Children Policy*.

5 Policy implementation

Considerations and Planning

- The purpose of the excursion should be clearly identified by the educators, providing information on how the excursion, including where it is a regular outing, supports the educational program and contributes to the outcomes for children.
- Excursions and regular outings must be well planned in advance and consideration given to:
 - the children’s ages, capabilities, and interests
 - the benefits to the children’s learning and development
 - suitability of the venue and access including wheelchairs if required
 - inclusiveness to all children with consideration of their additional needs and/or medical conditions

- the number of children and adults involved in the excursion or regular outing
- the number of educators appropriate to provide supervision including whether any educator requires specialised skills or training
- the time away from the service
- access to food, safe drinking water, and other facilities such as shade, toilets and washing facilities
- weather conditions which would make the venue or transportation to the venue unsuitable
- transportation
- specific clothing and equipment needed by the children
- orientations / inductions conducted before the excursion with each new group to ensure the children know the rules, safety strategies and ways to keep themselves and others safe
- cost
- Transportation considerations should include:
 - means of transport – walking, Company Vehicle, public transport (bus, train, tram, ferry), private transport (commercial for-hire buses or coaches), car
 - jurisdictional requirements relating to seatbelts and children's safety restraints
 - the number of adults appropriate to provide supervision during the transportation
 - route and duration of transportation
 - collection and delivery locations
 - process for entering and exiting the centre premises, excursion venue or other collection or delivery location
 - procedures for embarking and disembarking the means of transport including how the children will be accounted for
- These considerations will be documented on the Petit ELJ Excursion or Regular Outing Proposal and Risk Management Plan Form and whenever possible, children and parents / carers will be involved.

Risk Assessments

- The Nominated Supervisor / Centre Director must ensure a Petit ELJ Excursion or Regular Outing Proposal and Risk Management Plan Form is completed prior to an authorisation for taking the children outside the service can be sought from their parent or authorised nominee.
- The purpose of this form is to identify, assess and control any risks posed to the safety, health and wellbeing of any child being taken outside the service on an excursion or regular outing.
- Risks must be evaluated each time children are to be taken outside the service unless the excursion is a 'regular outing' where the circumstances relevant to the risk assessment are the same on each outing, in which case risks may be assessed every 12 months or more regularly if circumstances change.

One off Excursions

- The Nominated Supervisor / Centre Director is responsible for completing the Petit ELJ Excursion or Regular Outing Proposal and Risk Management Plan and forwarding to the service's Operations Manager for review and approval prior to communicating with families and children.
- After the Excursion or Regular Outing Proposal and Risk Management Plan Form has been approved in writing by the service's Operations Manager, the Nominated Supervisor / Centre Director is responsible for seeking written authorisation from families via the Petit ELJ Excursion or Regular Outing Authorisation Form. No child is to be taken on an excursion without prior written consent.
- The Excursion or Regular Outing Proposal and Risk Management Plan Form must include:
 - the proposed route and destination for the excursion

- the proposed activities / experiences
- the proposed duration of the excursion
- any water hazards and/or risks associated with water-based activities
- transportation to and from the destination including:
 - means of transport
 - the duration of the transportation
 - any requirements for seatbelts or safety restraints relevant to the jurisdiction
 - the process for entering and exiting the centre premises and the destination
 - the pick-up location and / or destination
 - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- the number of adults and children involved
- the number of educators or other responsible adults needed to provide adequate supervision including the need for any adults with specialised skills and the rationale behind the decision-making process for the proposed educator to child ratio
- supervision strategies for accounting for all children on the excursion, including when and how 'head counts' will be conducted
- items necessary for the excursion which must include:
 - fully charged and operating mobile phone
 - appropriate number of first-aid kits,
 - emergency contact details for all children on the excursion
 - any medication for children including the relevant Medical Condition or Health Requirement Risk Management Plan Form
 - children's attendance record
 - items required for excursion circumstances such as sunscreen, hats and other equipment

Regular Outings

- Where the excursion is a regular outing and the circumstances relevant to the risk assessment are the same on each outing the Nominated Supervisor / Centre Director must complete the Petit ELJ Excursion or Regular Outing Proposal and Risk Management Plan Form noting that it is in respect of a regular outing and forward this to the service's Operations Manager for review and approval prior to communicating with families and children.
- After the Excursion or Regular Outing Proposal and Risk Management Plan Form has been approved in writing by the service's Operations Manager, the Nominated Supervisor / Centre Director is responsible for seeking written authorisation from families via the Petit ELJ Excursion or Regular Outing Authorisation Form. No child is to be taken on a regular outing without prior written consent.
- The Excursion or Regular Outing Proposal and Risk Management Plan Form is only required to be reviewed and approved by the service's Operations Manager once every 12 months unless there is any change to the circumstances and / or risks of the regular outing (*e.g. time of day, route, mode of transport, number of participating children etc*).
- The accompanying Excursion or Regular Outing Authorisation Form is also only required to be obtained and updated once every 12 months unless there is any change to the circumstances and / or risks of the regular outing.

Staffing Requirements and Supervision

- Petit ELJ's *Staffing Policy* must always be followed and utilised in conjunction with this policy including the requirement to meet staffing and educator to child ratios.
- The excursion educator to child ratio is determined by the Nominated Supervisor / Centre Director after careful consideration of identified hazards and control measures detailed in the excursion or regular outing proposal, including the age of the children, their skills/abilities/knowledge, their specific needs, anticipated behaviour, the location of the excursion, regularity of the excursion and the nature of the activities to be undertaken.
- Educator to child ratios and educator qualification regulatory requirements must be met both on excursions / regular outings and at the centre.
- Siblings who attend with their parents as volunteers must be included in ratio however must remain under the sole responsibility of their parent.
- Petit ELJ's *Supervision Policy* must be followed and utilised in conjunction with this policy ensuring the safety and wellbeing of all children for the duration of the excursion. Ratios and all risks and hazards likely to be encountered are taken into consideration to ensure adequate supervision. Educators conduct head counts and supervision checks as per the Excursion or Regular Outing Head Count Register.
- During an excursion, supervision includes the supervision of responsible adults that assist with the excursion. The number of educators must be adequate to supervise any responsible adults who volunteer to assist with the excursion.
- Petit ELJ's *Administration of First Aid Policy* must be followed and utilised in conjunction with this policy, including the requirement for all educators to hold current and approved first aid qualifications as well as current and approved anaphylaxis management and emergency asthma management training.

Communicating with Families

- Parents / carers will be informed in writing of the excursion or regular outing details and the approved Excursion or Regular Outing Proposal and Risk Management Plan Form will be made available to them if requested.
- Parents / carers and siblings will be welcomed and encouraged to participate in excursions and regular outings. These Excursion Helpers* (other than parents / carers) must be 18 years and older and be an authorised nominee in the Enrolment Form.
- Excursion Helpers must be supervised by educators and not be placed in sole charge of children (except their own child) for any length of time. Excursion helpers cannot undertake toileting and nappy changing routines (except for their own child) during an excursion.
- Parents / carers and close relatives of a child who volunteer for an excursion or regular outing are not required to hold a Working with Children Check however other volunteers may be required to. Petit ELJ's *Child Protection Policy* and *Staffing Policy* must be used in conjunction with this *Excursion Policy*.
- An Excursion or Regular Outing Authorisation Form must be signed by a parent or authorised nominee.

Authorisation requirements

- A child must only be taken on an excursion or regular outing with prior written authorisation from a parent or authorised nominee via the Excursion or Regular Outing Authorisation Form.
- The written authorisation given by a parent or authorised nominee must state:
 - the child's full name
 - the reason the child is to be taken outside the premises
 - for excursions - the date of the excursion
 - for regular outings - the date range for the regular outings
 - a description of the proposed destination for the excursion or regular outing
 - the means of transport to be used for the excursion or regular outing

- the proposed route (provided by way of map)
- any requirements for seatbelts or safety restraints (if travelling by vehicle)
- the proposed activities to be undertaken by the child during the excursion or regular outing
- the period of time the child will be away from the premises
- the period of time during which the child will be transported
- the number of children likely to be attending the excursion or regular outing
- the anticipated educator-to-child ratio for the excursion or regular outing
- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion or regular outing
- a statement that a risk assessment has been prepared and is available at the centre.
- Authorisations for excursions and regular outings must be available during the excursion or regular outing and then kept in the enrolment record for each child that attended the excursion or regular outing.

Prior to the Excursion or Regular Outing

- Educators and Excursion Helpers will be informed of the excursion or regular outing itinerary, their responsibilities, safety procedures, risk minimising strategies, grouping and supervision of children and any other special requirements pertaining to the excursion or regular outing.
- Educators and Excursion Helpers including families, students and volunteers must sign and acknowledge that they have read and understood this policy and all risks and strategies listed in the Excursion or Regular Outing Proposal and Risk Management Plan Form.
- Children will be provided with appropriate information about the excursion or regular outing (e.g. viewing an orientation video prior to attending bush kindy to familiarise them with the environment, the route to get there, who their “adult supervisor” will be, etc) and any safety rules they must follow.
- The Excursion and Regular Outing Log is to be used to record the children, educators and Excursion Helpers attending the excursion. A copy is to be left at the centre and a copy taken on the excursion or regular outing.
- Where applicable, educators and Excursion Helpers will be provided with a list of the children they are responsible for, the excursion itinerary, contact emergency numbers and details of emergency meeting points.
- The Nominated Supervisor / Centre Director must ensure all required items are readily available to take on the excursion or regular outing. This includes:
 - a fully charged and operating mobile phone
 - appropriate number of first-aid kits,
 - emergency contact details for all children on the excursion
 - any medication for children including the relevant Medical Condition or Health Requirement Risk Management Plan Form
 - children’s attendance record
 - items required for excursion circumstances such as sunscreen, hats and other equipment
- An Excursion or regular Outing Information Form must be prominently displayed in the foyer / studio / StoryPark with the date, and departure / return times prior to each excursion or regular outing.
- When no educators or children remain at the centre, the Nominated Supervisor / Centre Director or Responsible Person in Day to Day Charge is to prominently display on the centre’s front door / entrance a notice that includes the excursion itinerary and mobile contact number of the Responsible Person.

During the Excursion or Regular Outing

- Educators are responsible for ensuring heightened supervision is exercised when boarding vehicles used in the transportation, when walking with children across or besides roads, near water or in crowded areas.

- Children will be orientated to the site of excursion or regular outing on arrival and reminded who their adult helper is, what to do if they need to go to the toilet, who to ask for help and other rules agreed to back at the centre.
- No changes to the itinerary will be made unless it is in the best interest of the children's safety and wellbeing (such as in the event of extreme weather or road accident). If a change of itinerary is required, the Nominated Supervisor / Centre Director or Responsible Person must first seek approval from the service's Operations Manager.
- All children will be identifiable via a safety vest and/or badge with the service name and contact details. Under no circumstances should children have their names on them (such as visible on outside of hats).
- During regular outings in public areas such as Bush Kindy, signage is to be displayed to indicate a Petit ELJ program is in progress to inform the general public.
- Records of excursion and regular outing itineraries are to be kept at the service via an Excursion or Regular Outing Log.
- An Excursion or Regular Outing Head Count Register is used to check all children are accounted for at regular intervals and transitions.
- Any medical conditions for a child with specific health needs will be monitored.
- Minimum educator to child ratios requirements will be maintained at all times. If the Excursion or Regular Outing Proposal and Risk Management Plan Form determined a higher educator to child ratio was required to ensure children are adequately supervised at all times, this ratio must be complied with.
- Any incidents, injuries, illnesses, and traumas will be reported to the Nominated Supervisor / Centre Director and the service's Operations Manager immediately. Parents / carers are to be notified as soon as possible (but not later than 24 hours after the incident).
- In the event of a child being missing or unaccounted for during an excursion or regular outing, the Petit ELJ Missing Children Procedure must be followed.

After the Excursion or Regular Outing

- A final head count must be recorded on arrival back at centre using the Excursion or Regular Outing Head Count Register.
- The Excursion or Regular Outing Log and Excursion or Regular Outing Evaluation Form are completed by the Responsible Person.
- All incidents must be recorded on an Incident Injury Trauma & Illness Record as soon as practical but not later than 24 hours after the incident.
- All serious incidents must be notified within the regulated timeframes as per Petit ELJ's *Managing Reporting Requirements and Notifications Policy*.

Transportation procedure

- It is a requirement of the National Regulations that the means of transportation is stated on the Excursion or Regular Outing Proposal and Risk Management Plan Form and the associated Excursion or Regular Outing Authorisation Form.
- Information must be included about the process for embarking and disembarking the means of transport.
- An Excursion or Regular Outgoing Head Count Register is used to check all children are accounted for at regular intervals and transitions including embarking and disembarking from the means of transport where applicable.
- The number of educators required for the transportation will be determined by educator to child ratio requirements as well as the transportation risks identified and assessed in the Excursion or Regular Outing Proposal and Risk Management Plan Form.

- The Nominated Supervisor / Centre Director will determine whether a centre specific Excursion or Regular Outing Transportation Procedure is required for the excursion or regular outing. Where applicable such procedure will incorporate the following principles:
 - **Walking**
 - The route agreed and communicated to families and staff must use the safest footpaths and safe crossings where possible such as pedestrians' crossings and traffic lights
 - Educators must be familiar with the route agreed and communicated to families and staff
 - Educators ensure they never deviate from the agreed route unless in the event of an emergency or as directed by traffic control
 - Educators will ensure all children and adults obey road rules
 - Educators will ensure children follow the 'stop, look, listen and think' process when walking near roads
 - Educators will remain vigilant that no child runs ahead or lags behind the group
 - **Company Vehicle**
 - The seating capacity as displayed on the compliance registration is not exceeded
 - Jurisdictional requirements relating to seatbelts and children's safety restraints are complied with
 - Only a suitably qualified driver (**Driver**) will drive the Company Vehicle. The requirements for a suitably qualified Driver are set out in the *Petit ELJ Regular Transportation of Children Policy*. The Driver must have completed a Driver Training and Code of Conduct Form
 - The Driver must not be included as an educator for ratio purposes.
 - Before each transportation the Driver must ensure they:
 - are familiar with the risk assessment for the trip
 - are familiar with the route agreed and communicated to families and staff
 - ensure they never deviate from the agreed route unless in the event of an emergency or as directed by traffic control
 - are not under the influence of alcohol and/or drugs (inclusive of prescription drugs) that may impair judgement
 - ensure the Company Vehicle Pre-Start Checklist has been completed
 - always position the vehicle in a safe location (adjacent to the pathway / sidewalk or within the Service's carpark, near the Service's entrance or pick up/drop off zone) to allow for the safe embarking and disembarking of children
 - At least one educator will accompany the children in the Company Vehicle
 - At least one educator is required to sit at the back of the Company Vehicle
 - **Train / Tram / Bus (seating more than 9 persons whether public or private)**
 - The Nominated Supervisor / Centre Director will contact the local station or depot prior to the excursion to inform them of the time of travel, the destination and the number of children and adults who will be travelling.
 - Provision must be made to ensure children have ample time to board the train safely and in an unhurried way. The station should be asked to inform the train guard so they can hold the train for the period of time for safe boarding and disembarking of children.
 - All children should be seated at all times.
 - All children should be seated in the one carriage and not in a Quiet Carriage.

- **Car**
 - Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than 9 persons) must be:
 - fitted with child restraints and / or seatbelts that are appropriate for the age and weight of each child, conform to the Australian Standards and have been professional installed or checked by an authorised restraint fitter
 - registered and free of any defects that could put any passenger at harm
 - All children must be fastened in the vehicle according to the National Child Restraint Laws for Vehicles
 - Only a suitably qualified driver (**Driver**) will drive the motor vehicle. The requirements for a suitably qualified Driver are set out in the Petit ELJ Regular Transportation of Children Policy. The Driver must not be included as an educator for ratio purposes.
 - The Nominated Supervisor / Centre Director will review the insurance policy relating to the car to ensure liability is covered in the event of an incident or accident.

6 Responsibilities

Approved Provider:

It is the responsibility of the Approved Provider to:

- Ensure that no excursion or regular outing is undertaken by a service without that service having:
 - completed an appropriate risk assessment and undertaken all relevant actions
 - considered whether a centre specific Excursion or Regular Outing Transportation Procedure is required
 - obtained written authority from the child's parent or authorised nominee for their participation in the excursion
 - ensured the jurisdictional requirements relating to seatbelts and children's safety restraints are met
- Take reasonable steps to ensure that Nominated Supervisors and staff members of, and volunteers at, the service follow the policies and procedures.
- Ensure copies of all policies and procedures are readily accessible to nominated supervisors, educators, staff, and volunteers, and available for inspection
- Make sure any notification in relation to serious incidents is within the regulated timeframes as per the *Managing Reporting Requirements and Notifications Policy*.

Operations Managers:

It is the responsibility of the Operations Manager to:

- Keep the Approved Provider abreast of any legislative requirements that are not being met or that have changed.
- Monitor compliance at a centre and site level and ensuring staff and volunteers have completed the training on the policy and procedure.
- Review and approve all documents relating to an excursion prior to communicating with families and children.
- Review and approve the all documents relating to a regular outing (a) initially prior to communicating with families and children and then (b) annually or when circumstances change.

Nominated Supervisor/Centre Director

It is the responsibility of the Nominated Supervisor / Centre Director to:

- Ensure they and their staff members and volunteers are familiar with and follow all policies and procedures as developed by Petit ELJ. This includes ensuring compliance with all related policies and procedures.

- Complete the Excursion or Regular Outing Proposal and Risk Management Plan Form for every excursion and regular outing.
- Ensure the Excursion or Regular Outing Proposal and Risk Management Plan Form is reviewed and approved by the service's Operations Manager prior to communicating to families and children.
- Ensure that an Excursion or Regular Outing Authorisation Form is completed prior to any child being taken on an excursion or regular outing.
- Appoint a Responsible Person to be in charge of the excursion or regular outing or appoint another Responsible Person to remain at the centre if they (Nominated Supervisor / Centre Director) are attending the excursion or regular outing.
- Ensure they, their staff members and volunteers understand the details of the excursion or regular outing, including the expectations, and supervision responsibilities
- Ensure children are provided with information and safety rules for the excursion or regular outing including any necessary orientation or prior information on the excursion or regular outing venue / destination.
- Ensure alternate arrangements are made at the centre for any children not attending the excursion or regular outing and ensure that discussions about the excursion or regular outing does not exclude the non-attendees.
- Ensure parents / carers are notified as soon as practicable but within 24 hours if their child is involved in an incident while on an excursion or regular outing. Details of the incident must be recorded on an Incident, Injury, Trauma, and Illness Record.
- Ensure that a suitably equipped and well stocked first aid kit and a record of all children with anaphylaxis / severe allergies / health requirements and relevant medication is taken on all excursions and regular outings and that the children are accompanied by a primary contact educator with current approved first aid qualifications.
- Ensure that all required equipment and items are taken on the excursion or regular outing (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.)
- Ensure that if a Company Vehicle is used in the excursion transportation, the Driver understands their responsibilities and has completed the Driver Training and Code of Conduct Form.
- Ensure that if a Company Vehicle is used in the excursion transportation, the Company Vehicle has current insurance, registration, is in good condition and the Company Vehicle Pre-Start Checklist is completed.
- Ensure all records are kept for the appropriate amount of time after each excursion or regular outing (3 years after a child's last day of attendance).

Educators:

It is the responsibility of Educators to:

- Ensure they are familiar with and follow all policies and procedures as developed by Petit ELJ. This includes ensuring compliance with all related policies and procedures.
- Ensure they are familiar with and comply with all steps and requirements of this *Excursions Policy*, Excursion or Regular Outing Proposal and Risk Management Plan Form and any centre specific Excursion or Regular Outing Transportation Procedure.
- Read and understand the Excursion or Regular Outing Proposal and Risk Management Plan Form and sign the Staff Acknowledgement.
- Ensure the required educator to child ratios are in place and children are adequately supervised at all times
- Ensure the excursion is carried out in line with this *Excursion Policy* and its associated documents.
- Ensure family members and volunteers attending the excursion or regular outing understand the expectations and are not left alone with any child or group of children
- Maintain head counts and take the roll at appropriate times, documenting the counts on the Excursion or Regular Outing Head Count Register.

- Be familiar with the agreed route and venue before undertaking the excursion or regular outing to ensure that it is suitable, safe, and accessible by all. Educators will phone the venue ahead of the excursion or regular outing date(s) when special requirements are needed.
- Ensure alternate arrangements at the centre are made for any children not attending the excursion or regular outing and ensure that discussions about the excursion or regular outing does not exclude the non-attendees.
- Ensure they have approved and current first aid qualifications including CPR, Asthma and Anaphylaxis training.
- Ensure all children's health and medical needs are taken on the excursion (first aid kit, medication, medical management plans, etc.)
- Ensure that if they are the Driver of a Company Vehicle which is used in the excursion transportation, they understand their responsibilities as a Driver and have completed the Driver Training and Code of Conduct Form and the Company Vehicle Pre-Start Checklist.
- Complete the Excursion or Regular Outing Log and Excursion or Regular Outing Evaluation Form.
- Ensure that clarification is sought if any information is unclear

Families:

It is the responsibility of parents / authorised nominees to:

- Ensure they are familiar with Petit ELJ documents and the risks associated with their children being taken on an excursion or regular outing
- Carefully consider the contents of the Excursion or Regular Outing Proposal and Risk Management Plan Form and provide feedback if required
- Ensure they provide prior written authorisation for Petit ELJ to take their child on an excursion via the Excursion or Regular Outing Authorisation Form.
- Ensure their contact details are always up to date.
- Ensure their child wears and brings all items requested on the day(s) of the excursion or regular outing (e.g., required medication, hat, suitable shoes, water, etc.)
- If volunteering on excursions or regular outings, ensure they understand the details of the excursion or regular outing and the expectations and supervision responsibilities

7 Reporting and Compliance

Links to NQS and legislation:

Education and Care Services National Regulations 2011	
4 (1)	Definition regular outing
89	First Aid Kits
90	Medical Conditions Policy
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursion
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First Aid qualifications

161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
Section 165	Offence to inadequately supervise children

National Quality Standards	
1.1.1	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
4.1	Staffing arrangements enhance children's learning and development.
6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.2.2	Effective partnerships support children's access, inclusion, and participation in the program.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Links to related procedures and forms

- OP24-F001 Excursion or Regular Outing Authorisation Form
- OP24-F002 Excursion or Regular Outing Proposal and Risk Management Plan Form
- OP24-F005 Excursion or Regular Outing Log Form
- OP24-F006 Excursion or Regular Outing Information Form
- OP24-F007 Excursion or Regular Outing Head Count Register
- OP24-F008 Excursion or Regular Outing Evaluation Form
- OP12-F003 Company Vehicle Pre-Start Checklist
- OP12-F004 Driver Training and Code of Conduct Form
- OP16-PR001 Missing Child Procedure
- OP35-F001 Incident Injury Trauma and Illness Record
- HR12 Staffing Policy
- OP12 Regular Transportation of Children Policy
- OP16 Delivery and Collection of Children Policy
- OP21 Enrolment and Orientation Policy
- OP26 Administration of First Aid Policy
- OP35 Incident Injury Trauma and Illness Policy

- OP40 Managing Reporting Requirements and Notifications Policy
- OP42 Medical Conditions Policy
- OP52 Risk Management Policy
- OP54 Sun Protection, Weather and Heat Policy
- OP55 Supervision Policy
- OP57 Water Safety Policy

8 Approval and review details

APPROVAL AND REVIEW	DETAILS
Approval Authority	COO
Administrator	Operations Managers
Next Review Date	12 months from date of acceptance