



1.02 EXCURSIONS AND OUTINGS

Purpose Statement

Excursions or outings are a valuable experience for children, families and educators. They provide opportunities to expand and enhance children's life experiences, explore different environments and engage in meaningful ways with their communities. Excursions and outings offer unique experiences to children outside of the home setting, creating new avenues for learning, growth and development.

Windermere is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators and contractors.

Definitions

Excursions – outings that occur from time to time, such as a trip to the Zoo.

Outings – are regular, routine events such as a weekly trip to the library.

Excursions and routine outings occur when the children are taken outside the premises of a licensed family day care residence.

Policy Statement

TO INVOLVE CHILDREN IN EXCURSIONS AND OUTINGS, AS APPROPRIATE, TO ENHANCE CHILDHOOD EXPERIENCES AND OVERALL LEARNING AND DEVELOPMENT

Procedures

General Guidelines

1. Educators are encouraged to seek out new and varied experiences that will contribute to the development and learning of all children in their care.
2. An excursion risk management plan must be completed and submitted to the coordination unit for approval PRIOR to the excursion taking place.
3. Outings and excursions should be provided on a regular basis and be child focused. They provide opportunities for children to connect and contribute to their community.
4. All outings and excursions should be documented within planning. Utilise the planning cycle to review and plan for the next excursion and outing.
5. Sun Smart, OHS, Tobacco, Drugs and Alcohol, Managing Medical Conditions, Safe Transport, Supervision and all other relevant policies are to be observed while on excursions.



1.02 EXCURSIONS AND OUTINGS

6. Educators must carry with them a mobile telephone and their evacuation bag, which includes a list of emergency contact numbers (for each child in care), a first aid kit, medications and details of any important medical requirements for children (i.e. asthma, anaphylaxis).
7. Educators are encouraged to wear name badges when they are on excursions.
8. Parents/guardians have the right to withdraw their child from a planned excursion and may then need to make alternate care arrangements.
9. Educators are not to attend meetings or appointments that are educator only focused (i.e. visits to the doctor, dentist, hairdresser etc) and do not contribute to the learning and development needs of the child. These meetings/appointments are to be made outside working hours.

Consent

1. Parent/guardians are requested to sign an ongoing permission for regular and routine outings such as trips to the local park, shops or playgroup. This should be completed when children first come into care and updated as required. If the excursion is a regular outing, authorisation is only required to be obtained once every 12 months.
2. Written parent/guardian consent is required for all non-routine excursions and outings prior to these taking place.
3. The authorisation must be given by a parent/guardian or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator.

Risk Assessment

1. Physical checks are to be completed at prospective locations for excursions or outings, without children present, to inform risk assessments.
2. A family's values and expectations will be considered when assessing risk and making decisions about excursions.
3. A risk assessment must be carried out for an excursion before permission is sought. The risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks.
4. If the excursion is a regular outing and a risk assessment has previously been conducted, a further risk assessment is not required unless the circumstances of the outing have changed, however, it must be reviewed annually.



1.02 EXCURSIONS AND OUTINGS

Relevant Legislation/Standards

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011 (Amended 2023)
 - Education and Care Services National Regulations 2011 (Amended 2023)
- Australian Children's Education & care Quality Authority (2014)

Related Policies & Links

- WFDC Policies/Procedures:
 - 2.03 Sun Smart
 - 2.21 OHS
 - 2.22 Tobacco, Drugs and Alcohol
 - 2.24 Managing Medical Conditions
 - 3.01 Safe Transport
 - 4.08 Supervision
- <file:///N:/ECECS/ADMIN/Templates%20&%20Proformas/Forms/Educator/Excursion%20Risk%20Management%20Plan%202024.pdf>