

Document Name	Document Version Number	Review Date
Excursion and Transportation of Children Policy	1.0.3	October 2024
Date Adopted	Minute Number	Status
10 November 2021	6055	Revised

Purpose

The purpose of the policy is to guide all staff members and Educators when considering excursions to adequately determine their value against the risk of leaving the service, and to ensure the safe transportation of children in our service by educators. It is critical that educators are following the correct policies and procedures

Scope

Approved Provider, Nominated Supervisor, Educators, casual staff, relief educators, children and families

Definitions

Routine Excursion: refers to any excursion where the Educator and children leave the designated service while children are in the care of the service that happens on a regular monthly basis or at least on 12 occasions over the year.

Non Routine Excursion: refers to any other excursion where the Educator and children leave the designated service area of the premises while children are in the care of the service.

Educators: are fully licensed registered educators in accordance with service policy and procedure

Policy Content

Excursions are a valuable experience for children, families and educators. Greater Hume Children Services believe well thought out excursions expand, complement and enhance programs to ensure children are offered a wide range of experiences and allow children to explore different environments, connect and make contributions to their world and local community. When transportation is a part of our service, we remain responsible for the health, safety and wellbeing of the children, and will follow all regulatory requirements to ensure the safe transportation of children by our service.

The service will:

1. Ensure that required documentation, including risk assessment forms, and authorisation from families, are completed.
2. Identify and manage risks associated with transporting children and follow the services Excursions and Transportation of children Risk management procedure
3. Ensure that parents/guardians are included in making decisions with staff about their children and are consulted about how often and where children are taken on excursions.
4. Ensure that a parent or authorised person provides written permission for their child to go to the excursion and use transportation
5. Inform families of the details of the excursion including destination, rationale and learning outcomes, and what the child should bring. Ensure that the unique and individual needs of children are considered, along with a view that children are accomplished and capable and will have the opportunity to provide input when making decisions about excursions.

6. Ensure that services thoroughly plan and fully assess the worth of excursions against the risks of leaving the regulated environment of the family day care premises.
7. Ensure that services actively guide and inform Educators and ensure they receive training prior to commencement. All Staff will remain vigilant when planning and conducting excursions and continuously update their knowledge about safety for children.
8. Ensure that all excursions are conducted in the safest manner possible.

Links to Policy

- Greater Hume Shire Child Protection Policy and Procedure
- Greater Hume Shire Council Model Code of Conduct
- Child safe Environment Policy
- Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students
- Interactions with children
- Incident Injury Trauma and Illness
- Emergency and Evacuations
- Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid
- Monitoring Support and supervision of Family Day Care Educators
- Visitors to the Family Day Care Residence and Venues
- Provision of Information assistance and Training to Family Day Care Educators
- Medical conditions policy

Links to Procedure

- Excursions and transportation of children risk management procedure
- Nutrition Food and Beverages and Dietary Requirements Procedure
- Injury Incident Procedure
- Sun Protection Procedure
- Water Safety Procedure
- Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students
- Child Safe environment Procedure
- Emergency evacuation procedure

Links to Forms

Medical conditions and Additional needs Risk Minimisation Plan

References

- Guide to the Education and Care Services National Law and the Education and Care Services
- National Regulations – November 2016
- Belonging, Being and Becoming; The Early Years Learning Framework for Australia; Commonwealth of Australia 2009
- My Time, Our Place. Framework for School Age Care in Australia; Commonwealth of Australia 2011
- Kidsafe Family Day Care Safety Guidelines (accessed 12.1.12 8.59 am)
- ACECQA – Safe transportation of children information sheet
- Kid safe Child restraints
- Kids and Traffic: <http://www.kidsandtraffic.mq.edu.au/>

Responsibility

Service Manager

Document Author

Service Manager

Relevant Legislation

- Education and Care Services National Regulation
- Education and care service National Law act 2010

Associated Records

Nil