

## 4.3 EXCURSIONS

### Definition

An excursion is an outing organized by an education and care service or family day care educator.

### Policy

Outings can play a valuable role in providing educational opportunities for children.

Educators must ensure that there is a balance between staying home and going out, and that excursions are planned in a way that enriches children's experiences.

Educators must ensure the quality of care provided is not compromised by the number of excursions or time spent by children in motor vehicles.

Mackay Family Day Care Scheme deems the following venues to be inappropriate destinations for excursions:

- Personal Appointments such as doctor, dentist, accountant, solicitor etc.
- Public Swimming Pools.

### Procedures

1. Special consideration must be given to the routine and needs of babies and toddlers when planning excursions.
2. An Excursion Risk Assessment form must be completed prior to seeking authorisation for the excursion. (see Appendix 1 – Regulation 101 Conduct of risk assessment for excursion).
3. When planning an excursion to a venue that does not have toilet facilities, additional consideration must be given to the way in which this will be managed.
4. When travelling in a vehicle to or from the excursion destination, a Transporting Children in a Vehicle Risk Assessment form must be completed prior to seeking authorisation for the excursion.
5. A copy of all Risk Assessments must be kept at the service and be available to parents/guardians or others named in the child's enrolment record as being able to give permission for an outing.
6. A copy of all Risk Assessments must be sent to co-ordination unit staff prior to seeking authorisation for the excursion.
7. An excursion form must be completed prior to taking any child being educated and cared for as part of a family day care service outside the family day care premises for an excursion. The form requires the parent/guardian or other person named in the child's enrolment record to give permission for the outing by signing the completed excursion form

8. Co-ordination Unit Staff must be notified of the date and time and names of children participating in the excursion before it takes place.
9. When leaving the family day care premises on an excursion, educators must carry an Emergency Contacts document clearly stating the following:
  - The name and age of each child participating in the excursion,
  - The name and phone number of the parent/guardian/authorised adult of each child attending the excursion, who may be contacted in case of an emergency,
  - They are an educator with Mackay Family Day Care Scheme,
  - Emergency contact details for the scheme.

**This document must be visible from the outside of the vehicle or easily seen attached to a pusher, stroller or nappy bag.**

10. Educators must ensure there is ready access to an operating mobile phone that is turned on and is able to send and receive calls, on every excursion. This ensures that educators can contact client families and emergency services, and that client families can always contact the educator.
11. An educator must carry a fully stocked first aid kit including any medication and action plans required by the children in care.

Date Implemented	Review Date	Date Updated	Source
2010 April	2011 November 2014 March 2016 November 2018 August 2019 October 2020 February 2021 September	2012 September 2015 May 2017 February 2018 April 2018 August 2020 March	<ul style="list-style-type: none"> <li>• Child Protection Act 1999</li> <li>• Education and Care Services National Law Act 2010</li> <li>• Education and Care Services National Regulations December 2011</li> <li>• Guide to the National Quality Standards October 2011</li> </ul>