

4.3 OUTINGS

Definitions:

An excursion is an outing organised by an education and care service or family day care educator. A regular outing is a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are the same on each outing.

Policy Statement:

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 outings 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 outings or time spent by children in motor vehicles.

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

- Personal Appointments such as doctor, dentist, accountant, solicitor etc.
- Fast Food Outlets such as McDonalds, Hungry Jacks, Red Rooster etc.
- Public Swimming Pools.

Background:

The Education and Care Services Regulations require approved providers to ensure policies and procedures are in place for managing excursions.

The Education and Care Services Regulations require approved providers and nominated supervisors to ensure that a risk assessment is carried out before an authorisation is sought for an excursion.

The Education and Care Services Regulations require approved providers and nominated supervisors to ensure that a child being educated and cared for by the service is not taken outside the education and care premises on an excursion unless written authorisation has been provided.

Legislative Requirements:

Section/regulation	Description
Section 165	Offence to inadequately supervise children.
Regulation 89	First aid kits.
Regulation 90	Medical Conditions.
Regulation 99	Children leaving the education and care service premises.
Regulation 100	Risk assessment must be conducted before an excursion.
Regulation 101	Conduct of risk assessment for excursion.
Regulation 102	Authorisation for excursions.
Regulation 102C	Conduct of risk assessment for transporting children by the education and care service.
Regulation 102D	Authorisation for service to transport children.

Regulation 124	Number of children who can be educated and cared for – family day care.
Regulation 136	First aid qualifications.
Regulation 168	Education and care service must have policies and procedures.
Regulation 169	Additional policies and procedures – family day care.
Regulation 170	Policies and procedures to be followed.
Regulation 171	Policies and procedures to be kept available.
Regulation 172	Notification of change to policies or procedures.

Procedures:

1. Special consideration must be given to the routine and needs of babies and toddlers when planning outings.
2. When planning an outing to a venue that does not have toilet facilities, additional consideration must be given to the way in which this will be managed.
3. A Risk Management Plan must be completed prior to seeking authorisation for any outing.
4. Where the outing is an excursion, a Risk Management Plan is only valid for the date listed on the plan.
5. Where the outing is a regular outing, a Risk Management Plan is valid for 12 months.
6. A copy of all Risk Management Plans 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.
7. A copy of all Risk Management Plans must be sent to co-ordination unit staff prior to seeking authorisation for the outing, providing the co-ordination unit staff with at least 1 business days’ notice of the outing.
8. Risk Management Plans must be reviewed whenever there are changes to the risks.
9. An Excursion/ Regular Outing Authorisation 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 outing.
10. Regular Outing Authorisation forms must be received by co-ordination unit staff prior to the first outing.
11. Excursion Authorisation forms must be received by co-ordination unit staff prior to the excursion.
11. Educators must abide by Scheme Policies 4.2 Safe Arrival of Children and 4.4 “Transporting Children” at all times prior to, during and following an outing.

12. When leaving the family day care premises for an outing, educators must carry:

1. A working mobile phone,
2. A transport folder which includes
 - The educator’s name and phone number
 - Contact details for the scheme,
 - A photo and contact details of each child in care,
 - Any medical action plans or other information relevant to the health and safety of children in care,

Contact details and any relevant health information for other adults in attendance.
3. A fully stocked first aid kit including any medication required by the children in care.
4. Transportation Log for completion throughout the journey.

Date Implemented	Review Date	Date Reviewed	Date Updated	Source
2022 May	2023 November 2025 July		2024 January	<ul style="list-style-type: none"> • Child Protection Act 1999 • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011 • Education and Care Services National Further Amendment Regulations • Guide to the National Quality Standards October 2018 • Scheme Policy 4.2 Safe Arrival of Children