

## 3.2 Excursions and Transportation of Children Policy

### 1. Purpose

My Place Family Day Care ensures parents of children enrolled at the Service are aware of and have given permission for their children to be involved in excursions and/or transportation outside the educator's residence. Excursions and transportation are planned, child focused and consider all children's ages and needs and do not pose a risk of harm to any child involved.

### 2. Scope

This policy applies to Service staff, Educators, Educator Assistants, parents, Authorised Nominee and children.

### 3. Definitions

**Approved Provider:** Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

**Service:** My Place Family Day Care, whose Approved Provider is Inala Community House.

**Parent/Guardian:** The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child**

**Authorised Nominee:** in relation to a child, means a person who has been given permission by a parent or guardian to collect the child from the FDC Educator.

**Authorised Person:** means a person who is a parent or family member of the child who is being educated and cared for by the Educator. **PLEASE NOTE: A parent or family member does not include a person whose access to the child is provided or restricted by a court order or tribunal of which the Approved Provider, Nominated Supervisor or Educator is aware of.**

**Educator:** A suitably qualified person who is registered with the Service.

**Educator Assistant:** with permission from parents the Educator Assistant is able to transport children between the Educator's residence and a school or another education and care service or child's home and support the Educator in provision of child care (working with the Educator present) or in absence of the Educator in unforeseeable or exceptional circumstances to attend an appointment if less than 4 hours, and approved by the Service and notice of that (Educator) absence has been given to parents of the children involved.

**Excursions** - any activity outside the Educator's home environment either regular or non-regular.

**Transportation** – transport of children in care from one place to another, organised or arranged by the Service and Educator

**Regular Excursion** – any excursion, activity that is conducted regularly in consultation with the Service (sometimes also referred to as regular outings).

**Regular Transportation** – any transportation that is conducted regularly in consultation with the Service.

**Non-regular Excursions** – any excursion, activity outside regular excursions in consultation with and approved by the Service (sometimes also referred to as non-regular outings).

**Non-Regular Transportation-** transportation that is outside of regular transportation in consultation with and approved by the Service.

## 4. Policy

My Place Family Day Care is committed to ensuring all excursions and transportation, (regular and non-regular) are conducted in a safe manner, well planned and aimed to maximise children’s learning. They provide opportunities to explore their wider community as a group and extend on the educational program provided.

### 4.1 Excursions and Transportation

My Place Family Day Care promotes excursions and transportation as a valuable and interesting part of the lives of children in Family Day Care settings. This also offers an important opportunity for Educators to achieve a balance between staying in their home and going out.

Excursions enhance children’s learning by providing them the opportunity to participate in curriculum planned activities and experiences to gain skills and knowledge in their current area of interest.

Transportation forms part of education and care, where the Service is or has organised the transporting of children, between the Service premises and another location, for example their home or school.

#### 4.1.1 Authorisations and Permissions

Before any child leaves the approved residence on an excursion or for transportation, the Educator will seek and maintain a record of written permission from parents or an authorised nominee, and the Service.

The Service will ensure the process of parental permission for excursion or transportation, recognising that parents have the right to determine what is in the best interest of their child. Parents have the right to decline to give authorisation and alternate care may be arranged under these circumstances.

#### 4.1.2 Risk Assessment and Management

Maximum safety precautions will be maintained with risk assessments to be submitted to the Service.

Before any child leaves the approved residence on an excursion or transportation, the Educator will conduct a risk assessment to identify and assess the risk to children's health, safety and wellbeing.

The Service will ensure that Educators have completed the Excursion/Transportation Risk Management Form prior to children leaving the Educator's residence for any excursion or transportation.

#### 4.2 Non-Regular Excursions and Non-Regular Transportation

The Service is committed to complying with the requirements of the legislation to ensure non-regular excursions and non-regular transportation are conducted in a safe manner and required permissions are granted.

Educators will consider the preparation of non-regular excursions and non-regular transportation to ensure the environment where the children are going is safe and all required resources are available.

The Service ensures that parents know what non-regular excursions and non-regular transportation their children are participating in and have given their permission.

The Service ensures Educators use, complete and submit the correct paperwork for non-regular excursions and non-regular transportation.

#### 4.3 Regular Excursions and Regular Transportation

The Service is committed to complying with the requirements of the legislation to ensure regular excursions and regular transportation are conducted in a safe manner and required permissions are granted.

Educators will develop a list of regular excursions and regular transportation and complete a Risk Management Form for each excursion and transportation destination.

Educators will provide parents with the list of regular excursions and regular transportation that the Educator intends to take their child/children on prior to their child commencing care with the Educator.

The Service will ensure Educators have conducted a risk assessment and documented a Regular Excursion/Transportation Form for each regular excursion and regular transportation.

The Service will keep a copy of all related Risk Management Forms. Regular excursion and regular transportation permissions will be forwarded to the Service as soon as possible.

Educators will review the regular excursion and regular transportation permissions and the excursion risk management plans when new children commence care or at least annually.

The Service ensures Educators use, complete and submit the correct paperwork for regular excursion and regular transportation.

#### 4.4 Transport of Children

Educators will ensure all vehicles used to transport children are registered, safe and the driver is appropriately licenced.

Children will be placed in an approved Australian Standard Child Restraint suitable for the age and size of the child and transport being used.

The Educator will ensure all safety precautions are maintained and parent permission is obtained before a child travels in any type of transport including public transport.

### 5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

	<b>Date</b>	<b>Details</b>
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	11/2019	Reviewed
Revision 04	11/2020	Reviewed
Revision 05	01/2021	Reviewed

### 6. Related Documents

#### **Policies**

- 6.2 Child Safe Equipment Policy
- 6.4 Water Safety Policy
- 8.5 Monitoring and Support of Educators Policy
- 9.1 Enrolment and Orientation Policy
- 10.3 Confidentiality and Records Management Policy

#### **Procedures**

- 3.1 Excursions Procedures
- 3.2 Transportation of children Procedure
- 6.10 Nurse Equipment Procedure
- 6.14 Water Safety Procedure
- 8.19 Support of Educator and Educator Assistant Procedure
- 10.7 Record Management and Storage Procedure

### Forms

Child Enrolment  
Unaccompanied Child/Parent Agreement  
Excursion/Transportation Risk Management Plan  
Regular Excursion/Transportation Permission  
Excursions/Transportation Outside the Blanket Routine/Permission

### References

Education and Care Services National Law 2010 s.168 offence relating to the protection of children from harm or hazard

Education and Care Services National Regulations 2011 (current as at 1 July 2018)

R.98 Telephone or other communication equipment

R.99 Children leaving the education and care service premise

R.100 Risk assessment must be conducted before excursion

R.101 Conduct of risk assessment for excursions

R.102 Authorisation of Excursions

R.102A Application of Division

R.102B Transport risk assessment must be conducted before service transports child

R.102C Conduct of risk assessment for transporting of children by the education and care service

R.102D Authorisation for service to transport children

R.168 (2) (g) Education and Care service must have policies and procedures

Queensland Government Department of Transport -

<https://www.qld.gov.au/transport/safety/rules/children/when-to-move>

<https://www.qld.gov.au/transport/safety/rules/children/types>

[Transport Operations \(Road Use Management—Road Rules\) Regulation 2009](#)

[Transport Operations \(Road Use Management—Driver Licensing\) Regulation 2010](#)

[Transport Operations \(Road Use Management—Vehicle Registration\) Regulation 2010](#)

Australian Competitive and Consumer Commission – Child Restraints Retrieved 30<sup>th</sup> October 2019

<https://www.productsafety.gov.au/standards/child-restraints-for-use-in-motor-vehicles>

ACECQA, Guide to National Quality Framework February 2018, National Quality Standard, Quality Area 2 Children's health and safety.

2.2 Safety: Standard 2.2 Safety – Each child is protected,

2.2.1 Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.