

Excursions and Regular Outings Policy

1. Purpose

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place for managing excursions and regular outings (Regulation 168) and take reasonable steps to ensure policies and procedures are followed.

The purpose of this Policy is to ensure excursions, incursions and regular outings are:

- Aligned with curriculum decision making and documentation processes
- Safe and suitable for all involved
- Communicated to parents/guardians ahead of time with accurate information so that the parent/guardian may make an informed decision regarding participation for them and/or their child/ren.

2. Scope

This policy applies to My Place FDC Educators, Educator Assistants, staff, parents, authorised nominees and children in care.

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 from having contact with the child by an order of a court, tribunal or department responsible for Child Safety.

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

Educator Assistant: With permission from parents, the Educator Assistant can:
Transport children between the Educator's residence and a school or another education and care service or child's home
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.

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 an order of

a court, tribunal or department responsible for Child Safety, of which the Approved Provider, Nominated Supervisor or Educator is aware of.

Authorisation/Permissions: An Authorised Nominee makes written authorisation for their child to participate in any Excursion/Transport when they first commence care and as required with the individual educator. Each Educator's regular Excursion/Transportation will be discussed with individual families and permissions sort annually.

Excursions: Any activity outside the approved FDC residence, that has been planned as a learning opportunity for the child and is part of the current educational program. Examples of an excursion are:

Visits to Aquariums, wildlife parks
Play sessions with My Place FDC
Visits to the beach or a park.

Regular Outing: Means a walk, drive or trip to and from a destination that occurs on a regular basis as in daily, weekly, fortnightly or monthly where the circumstances relevant to the risk assessment are substantially the same on each outing. Examples of regular outings are:

- Dropping off or picking up from schools, day care or kindergarten
- Play groups
- Visiting the same educator
- Music sessions
- Playgrounds

Regular transportation: Is transport by the Educator or arranged by the Educator (other than as part of an excursion) of a child being educated and cared for, where the circumstances relevant to a risk assessment are substantially the same each time the child is transported. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered, or the provider of the transportation service has changed.]

Non-regular Transport: In relation to an Education and Care Service, it means transportation organised by the Educator that is not a regular transportation. *Wherever 'excursion' is mentioned within this policy and procedure it is taken to be inclusive of a 'regular excursion', unless specifically mentioned otherwise.*

4. Policy

My Place FDC values the role that communities play in supporting a child's understanding and development, and as such seeks to actively connect with people and services offering beneficial outcomes for the children in their care. Educational programs that include excursions and regular outings can help children to build connections with their local community and contribute to their sense of belonging and connection with the world around them.

My Place FDC are committed to the health, safety and well-being of children in our care. We will ensure maximum safety precautions are prioritised and maintained by conducting the appropriate risk assessments and ensuring parental authorisations are obtained before a child is taken on an excursion outside the family day care environment.

My Place FDC understands the inherent risk and matters of compliance associated with outings and excursions. Therefore, the following steps will be taken before any child will be permitted to leave a FDC residence:

- Risk assessments will be completed for each excursion and regular outing, identifying all relevant hazards, and ensuring these are appropriately managed/controlled.
- The Coordination Team is to confirm the approval of risk-assessments and activities with significant risk prior to an Educator undertaking any excursions or outings.
- Written authorisation from a parent (or relevant authorised nominee) will be obtained by the Educator following the preparation and approval of the risk assessment.

5. Responsibilities

Coordination Team (Approved Provider, Nominated Supervisor, Coordinator/s):

- In consultation with FDC Educators, ensure risk-assessments have addressed and managed all identifiable risks.
- Support Educators to understand their obligations for risk-assessment and parent consent to support compliance with regulatory requirements.
- Provide the permission forms to assist Educators in collecting information and permission from families for regular and non-regular excursions/transportation.
- Approve all excursions and regular excursions prior to the excursion or regular excursion being conducted.
- Ensure Educators only allow a child to participate in an excursion or outing with the written authorisation of a parent or authorised nominee and in accordance with regulatory requirements.
- Ensure all Educators have a copy of Excursion/ Regular Excursion/ Transport Risk Assessment and Authorisation Form, and this is reviewed when changes occur or at least annually.
- Be contactable whilst children are in attendance at the service, when required
- Notify the Regulatory Authority within 24 hours of being made aware of a serious incident occurring.
- Provide professional development to Educators on the requirements of the Regulations, including training on risk assessment and management and gaining parental permission using the Service forms.
- Inform families at the initial registration and regularly through newsletters of the regulatory requirements relating to regular excursions, regular transportation and non-regular excursions and transportations.

Educators/Educator Assistants

- Plan and identify the purpose of the non-regular excursions, non-regular transportation, regular excursions and regular transportation in collaboration with families and children.
- Link the non-regular excursion, regular excursion to their planning and program, ensuring this enhances children's learning and development.
- Ensure procedures are followed so that risk-assessments, written parent authority and Coordination Team approval is obtained prior to children being taken on an excursion or regular outing.

- In consultation with the Coordination Team, undertake a comprehensive risk-assessment process that includes considerations for water hazards and transporting of children as well as identifies control measures to be implemented.
- Prepare and plan contingencies for unplanned events such as inclement weather or vehicle breakdown.
- Notify the Coordination Team with a text to the Service excursion phone of any outings they are attending.
- Ensure written authorisation is obtained from a parent/authorised person prior to taking a child on an excursion or outing.
- Risk assessments relating to excursions and outings are available at their FDC residence for families to view.
- Ensure the motor vehicle/s used to transport children during routine and non-routine excursions is suitably maintained, roadworthy, safe for children, registered and adequately insured.
- Ensure appropriate child restraints are fitted and have a current car restraint check completed.
- Ensure no alcohol or drugs are present in the system of the person who is authorised to transport children at any time whilst transport is being carried out.
- Ensure all necessary items such as evacuation bag and first aid kit, contact details for each child (including child's photo), nappies, bottles, snacks and water, Medical Management Plans and any required medication are taken when going on an excursion or regular outing.
- Provide active supervision to all children attending an excursion or regular outing.
- Notify the Coordination Team immediately of any serious or notifiable incident (including where a child is injured or missing).

Families

- Sight a list of proposed regular excursions/transport form made available by the Educator.
- Read and sign the Excursion/ Regular Excursion/ Transport Risk Assessment and Authorisation Form prior to an Educator taking a child on any excursion or away from the approved premises for any other reason.
- Provide written authorisation every 12 months (minimum) for the educator to take their child on routine excursions.
- Sight copies of all risk assessments prior to authorising their child to attend an excursion or regular outing.
- Understand that if they participate in an excursion or outing as a volunteer, they will be under the immediate supervision of the FDC Educator at all times.

6. Review

This policy shall be reviewed at a minimum every two years.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

	Date	Details
V1.0	07/2015	Original policy issued
V2.0	12/2016	Reviewed
V3.0	08/2017	Reviewed
V4.0	11/2019	Reviewed

V5.0	11/2020	Reviewed and excursions procedures separated
V6.0	01/2021	Reviewed
V7.0	09/2024	Renamed policy 3.2 Excursions and Transport policy, combined 3.3 Excursions procedure, Updated format and enhanced procedures
V8.0	7/07/2025	Formatting and editing
V8.1	1/09/2025	Minor content changes

7. Related Documents

Policies

- 1.4 Code of Conduct
- 2.2 Child Protection Policy
- 2.3 Types of Care and Limits on Numbers of Children Policy
- 3.1 Educational Program and Practice Policy
- 4.4 Medical Conditions Policy
- 6.1 Child Safe Environment Policy
- 6.5 Tobacco Alcohol and Drug Free Environment Policy
- 7.1 Emergency management Lock Down and Evacuation Policy
- 8.1 Assessment and Selection of Educators and Educator Assistant Policy
- 8.4 Induction and Professional Development Policy

Procedures

- 2.4 Visitors to Educators Residence and Service Office Procedure
- 2.5 Supervision of Children Procedure
- 2.8 Type of Care Arrangement Procedure
- 3.1 Education Program and Practice Procedure
- 4.1 Maintaining a Hygienic and Clean Environment Procedure
- 4.13 Medical Conditions Procedure
- 6.6 Providing a Child Safe Environment Procedure
- 7.3 Emergency Equipment and Facilities Procedure
- 7.4 Emergency Drill Lockdowns and Evacuations Procedure
- 8.9 Role of Educators Family Member and Adults Residing at the Residence Procedure
- 8.1 Assessment and Selection of Educators procedure
- 8.2 Assessment and Selection of Educator Assistant procedure
- 8.11 Induction Staff Educators and Educators Assistant Procedure
- 8.13 Managing Non-Compliance or Breaches of Policy Procedure or Legislation Procedure
- 10.5 Confidentiality and Privacy Procedure

Forms

- Child Enrolment
- Unaccompanied Child/Parent Agreement
- Excursion Risk Assessment and Management Plan
- Transport/Regular Outings Risk Management Plan
- Excursion/Transport Permission Form
- Transport/Regular Outing/ Permission Form

References

Education and Care Services National Law 2010:

- S. 165 Offence to inadequately supervise children
- S. 167 Offence relating to protection of children from harm and hazard
- S. 174 Offence to fail to notify certain information to Regulatory Authority

Education and Care Services National Regulations:

- R.89 First aid kits
- R.90 Medical conditions
- R.99 Children leaving the education and care premise
- R.100 Risk assessment must be conducted before excursions
- R.101 Conduct of risk assessment for excursion
- R.102 Authorisation for excursions
- R.124 Number of children who can be educated and cared for
- R.136 First aid qualifications
- R.161 Authorisations to be kept in enrolment records
- R.168 Education and care service must have policies
- R.169 Additional policies and procedures – family day care
- R.170 Policies and procedures to be followed
- R.171 Policies and procedures to be kept available

ACECQA, Guide to the National Quality Framework, 2018, Chapter 2 The National Quality Standards:

- Quality Area 1 - Educational Program and Practice
- Quality Area 2 - Children's Health and Safety
- Quality Area 4 - Staffing Arrangements
- Quality Area 6 - Collaborative Partnerships with Families and/or Communities
- Quality Area 7 - Leadership and Management

Additional Regulatory Context and Guidance:

- [FDC-ComplianceGuide-ApprovedProvider.pdf \(acecqa.gov.au\)](#)
- [FDCEducator ComplianceGuide 2023.pdf \(acecqa.gov.au\)](#)