

PROVISION OF CARE – EXCURSIONS & OUTINGS (Routine & Non-routine)

POLICY

Provision of Family Day Care usually involves routine and non-routine outings by various means of travel which must be undertaken in a safe manner at all times.

Routine excursions/outings are ones within the Educators' local community, usually with little or no expense (eg. playgroup, library, park, shops, preschool, school, child health centre and the Scheme office).

Non-routine excursions are intended to extend on children's experiences beyond that being offered in the Family Day Care environment.

Parents have a right to control where and when their children go on excursions/outings. However this should not restrict an Educator to the home. Parents have the right to withdraw their child from an excursion but not to prevent the Educator from taking the other children.

Parents have a right to expect that their children will be properly supervised and cared for on any excursion or outing. Child safety and Educator liability must be the primary consideration.

PROCEDURE

1. The Coordination Unit must be notified if Family Day Care children are being taken on a non-routine excursion.
2. A written risk assessment for all routine and non-routine outings must be undertaken by the Educator and approved by the Co Ordination unit prior to the outing. See **Excursion and risk Assessment and Management Form** (*appendix 16*) and Risk Matrix (*appendix 18*).
3. No child can leave the premises without a Parent's or Guardian's written authorisation.
4. Permission to participate in routine outings must be obtained in writing from parents when the child begins a care arrangement, using the **Routine Excursion permission form** (*appendix 15*). This written agreement will describe the nature of routine outings. Each outing type requires a **Risk Management Plan** (*appendix 16 & 18*). This agreement needs to be reviewed and renewed at least annually.
5. Specific authorisation is needed for non routine excursions. This must include the date, destination, method of transport, activities and number of adults to accompany and supervise the children, using the **Non-routine Excursion consent form** (*appendix 17*). A **Risk Management Plan** (*appendix 16 & 18*) is also required.
6. Care should be taken when planning an excursion/outing as they should be appropriate to each child's development, interests and needs. The event should be documented in the planning stage, during the event (photos) and after (reflections). Records should be kept in each child's learning portfolio.
7. All outings must be conducted in a safe manner. Correct adult:child ratios must be maintained.
8. Adults accompanying the excursion as helpers must be directly supervised by the FDC Educator at all times. A helper can only supervise children for whom they are authorised in writing by that child's parent/guardian for the occasion of the excursion, or their own child/ren.
9. Educator must have current First Aid certificate.

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10. Children who are at risk of anaphylaxis, or have another medical condition, must be considered individually in the risk assessment, and particular care taken to ensure medication is carried by the Educator.
11. The Educator must carry a mobile phone, first aid kit and emergency contact numbers for children and emergency services within easy reach at all times.
12. If Family Day Care children are to be transported by motor vehicle, the following must apply;
 - the registered Educator or Back-up must be driving the vehicle at all times.
 - the Educator must have a current drivers licence.
 - the vehicle must be registered and roadworthy.
 - Seating and appropriate child restraints must be available according to State/Territory law and used at all times.
 - the vehicle must contain a first-aid kit and emergency phone numbers.
 - The Carer must carry a mobile phone and emergency contact numbers for children.
 - Vehicles used to transport children must have third party insurance cover.
13. If the excursion is to a place where children are to swim or where there is significant hazard, as assessed by the Co-ordinator, there must be:
 - One adult for each child under the age of three years.
 - One adult for each two children over three years.
 - The person in charge of the excursion must have a current resuscitation certificate and the knowledge and ability to implement safety procedures.
14. For non-routine excursions, eg to events or crowded venue such as the zoo or museum, Educators may choose for children to wear tags/labels with contact details of Educator and Co-ordinator. Do not write child's name on label.
15. On return from a non-routine excursion the Educator will undertake a written review of the Risk Assessment and Management plan. This, together with permission forms and risk assessment is to be given to the Co-ordination Unit as soon as possible.
16. These records are to be kept for 3 years.