

Excursion/Regular Outing Policy

Purpose

ECMS encourages children to go on excursions and regular outings as part of their educational program. These will be within the local and wider community to broaden their knowledge of the world around them and how it functions. Excursions will be based on children's interests and the teaching and learning program and will support their:

- Sense of identity and wellbeing
- Connection and contribution to their local and wider community
- Growth as confident and involved learners

Prior to the excursion/regular outing, a risk assessment will be conducted and a risk management plan developed to safeguard children's health, safety, and wellbeing. Each risk assessment for regular outings needs to be updated and reviewed at the commencement of the calendar year.

Principles

Planning for excursions/regular outings will be a collaborative process, involving educators, children, families, Centre Director/ Nominated Supervisor, and/or Area Manager

Excursions and regular outings will involve all children, with particular consideration to their developmental needs and abilities, to ensure inclusivity.

ECMS does not provide services for regular transportation of children, and will only transport children in the event of a planned excursion where a detailed risk assessment has taken place prior.

In the event that bus transport is required for an excursion, all ECMS services will comply with the seat belt and child restraints recommendations from Vic Roads. Which include:

If the bus has more than 12 seating positions, including the driver, the children are not required to use child restraints or booster seats. VicRoads recommends that child restraints and booster seats are used in buses where possible. As a minimum, the children should use the seat belts provided.

Further information from VicRoads can be obtained [here](#).

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Scope

This policy applies to all ECMS staff (including relief) and includes students on placement, volunteers, parents/guardians/family members, and applies at all ECMS locations and external locations during planned regular outings and excursions.

Roles & Responsibilities

Director ECE	Is accountable for: <ul style="list-style-type: none"> Ensuring implementation and compliance with this policy
Area Managers	Are responsible for: <ul style="list-style-type: none"> ensuring implementation and compliance with this policy and procedure ensuring the procedure is implemented and all relevant paperwork as defined in the procedure is completed
Centre Directors and Nominated Supervisors	Are responsible for: <ul style="list-style-type: none"> ensuring the procedure is implemented and all relevant paperwork as defined in the procedure is completed Ensure that risk assessments are completed prior to excursions Ensure that risk assessments for regular outings are updated and reviewed at the start of each calendar year ensuring adherence to current VicRoads seat belt and child restraint requirements Ensuring that staff are have dedicated procedures in place for the regular account of children, with particular care on arrival/departure at destinations (such as head checks and checking of transport once children have exited)
Parents/Guardians/Authorised persons	Are responsible for: <ul style="list-style-type: none"> signing and dating permission forms for the excursion/regular outing ensuring they adhere to Volunteer and Students (participation of) policy and procedure

Sources

Related Policy and Procedure	<p>Child Safety Culture Policy</p> <p>Child Safe Policy and Procedure</p> <p>Delivery and Collection of Children Policy and Procedure</p> <p>Diversity and Equity Policy and Procedure</p> <p>Education Program Development Policy and Procedure</p> <p>Parent Access and Involvement Policy and Procedure</p>
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	<p>Road Safety Education and Safe Transport Policy and Procedure</p> <p>Supervision of Children Procedure</p> <p>Volunteers and Students (participation of) Policy and Procedure</p> <p>Water Safety Policy and Procedure</p>
Relevant Legislation and additional information	<p>Education and Care Services National Law 2010: Section 165, 166, 167, 169</p> <p>Education and Care National Regulations (Current as at 1 October 2020): Regulations 4 (1), 77, 99 – 102, 121-124, 136, 168</p> <p>Vic Roads Child Restraints</p> <p>https://www.vicroads.vic.gov.au/safety-and-road-rules/vehicle-safety/child-restraints/frequently-asked-questions-about-child-restraints</p>
Attachments	<p>Excursion/Regular Outing Permission Form for Parents</p> <p>Excursion/Regular Outing Risk Management Template</p> <p>Excursion Request Form</p> <p>Excursion Volunteer letter</p> <p>Excursion Volunteer Agreement</p> <p>Regular Outing Request Form</p>

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