

# DENZIL DON KINDERGARTEN EXCURSIONS AND SERVICE EVENTS POLICY

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Mandatory – Quality Area 2

## REVISION REGISTER

Date of Issue	Amendment Details
July 2015	Version 1 (adapted from ELAA Version 2)

## PURPOSE

This policy will provide guidelines for Denzil Don Kindergarten to plan and conduct safe and appropriate excursions and service events.

## POLICY STATEMENT

### 1. VALUES

Denzil Don Kindergarten is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader community
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, including during excursions and service events
- providing adequate supervision of all children during excursions and service events.

### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Denzil Don Kindergarten, including, but not limited to, during offsite excursions and events.

### 3. BACKGROUND AND LEGISLATION

#### Background

Excursions and service events are planned to extend the educational program and further develop the current interests of children. "Participating in their communities strengthens children's sense of identity and wellbeing" (Outcome 2: Children are connected with and contribute to their world, *Victorian Early Years Learning and Development Framework* – refer to *Sources*). The purpose and educational value of each excursion or service event should be clearly communicated to parents/guardians.

When planning excursions and service events, it is important to ensure that they are inclusive of all members of the Kindergarten community. Consideration must be given to any extra costs involved and the ability of families to pay these costs. Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions (refer to *Service Policies Related*). Clear procedures must be developed and followed, and these should be communicated to parents/guardians.

A risk assessment must be carried out for each excursion to determine any risks to children's health, safety or wellbeing before permission is sought from parents/guardians (National Regulations: Regulations 100, 101). The risk assessment must identify each risk and specify how the risk will be managed and/or minimised (National Regulations: Regulation 101). Written authorisation for the child

to attend the excursion must be obtained from a parent/guardian or person named in the child's enrolment record before the child can be taken outside the service premises. For details regarding information to be included in the written authorisation, refer to Attachment 1.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2014*: Regulations 98, 99, 100, 101, 102, 123, 355, 357, 360
- *National Quality Standard*, Quality Area 1: Educational Program and Practice
  - Standard 1.1: An approved learning framework informs the development of a curriculum that enhances each child's learning and development
    - Element 1.1.3: The program, including routines, is organised in ways that maximise opportunities for each child's learning
    - Element 1.1.5: Every child is supported to participate in the program
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
  - Standard 2.3: Each child is protected
    - Element 2.3.1: Children are adequately supervised at all times
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. National Law, National Regulations, Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Adequate supervision:** In relation to this policy, **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

**Attendance Record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (National Regulations: Regulation 158(1)).

**Excursion:** An outing organised by the education and care service.

**Service event:** A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an excursion.

**Risk assessment:** In the context of this policy, a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (National Regulations: Regulation 101). Risk assessments must consider:

- the proposed route and location of the excursion
- any water hazards and risks associated with water based activities (refer to *Water Safety Policy*)
- method of transport to and from the proposed destination
- the number of adults and children participating in the excursion
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

**Regular outing:** A trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If the excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

**Supervision:** refer to **adequate supervision** in *Definitions* above.

## PROCEDURES

**The Approved Provider is responsible for:**

- ensuring educators, staff, parents/guardians, volunteers, students and others at the service have access to a copy of the *Excursions and Service Events Policy* and comply with its requirements
- ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (refer to *Enrolment and Orientation Policy*) including details of persons able to authorise an educator to take their child outside the service premises (National Regulations: Regulation 160)
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings (refer to *Definitions*), and that this authorisation is kept in the child's enrolment record (National Regulations: Regulation 161) (Attachment 2 – Example of an Authorisation for Excursions Form)
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under National Regulations: Regulation 102(4)
- ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- ensuring that children are adequately supervised (refer to *Definitions*) at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (National Regulations: Regulations 123, 355, 357, 360)
- ensuring only educators who are working directly with children are included in educator-to-child ratios
- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with National Regulations: Regulation 101) before authorisation is sought from parents/guardians (National Regulations: Regulation 100)

- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Water Safety Policy*)
- ensuring that excursions and service events are based on the educational program and meet the needs and interests of children and families at the service
- ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (refer to *Fees Policy*)
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Service Policies Related*)
- ensuring strategies are in place to provide an accurate attendance record (refer to *Definitions*) for children attending an excursion
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details (including emergency contact details) for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to *Service Policies Related*)
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities (this may include child specific medication as required)
- providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (National Regulations: Regulation 98)
- ensuring emergency contact details for each child are taken on excursions for notification in the event of an incident, injury, trauma or illness.

**The Nominated Supervisor is responsible for:**

- ensuring educators, staff, parents/guardians, volunteers, students and others at the service have access to a copy of the *Excursions and Service Events Policy* and comply with its requirements
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under National Regulations: Regulation 102(4)
- ensuring that children are adequately supervised (refer to *Definitions*) at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (National Regulations: Regulations 123, 355, 357, 360)
- ensuring only educators who are working directly with children are included in educator-to-child ratios
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (National Regulations: Regulation 101) before authorisation is sought from parents/guardians (National Regulations: Regulation 100)
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by National Regulations: Regulation 101
- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Water Safety Policy*)
- ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual

differences of each child ensuring the purpose and educational value of each excursion or service event is communicated to parents/guardians

- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (refer to *Fees Policy*)
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Service Policies Related*)
- ensuring an accurate attendance record (refer to *Definitions*) is kept for children attending an excursion,
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details (including emergency contact details) for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to *Service Policies Related*)
- ensuring that a portable first aid kit is taken on excursions or regular outing
- ensuring a mobile phone, the emergency contact details for each child are taken on excursions for notification in the event of an incident, injury, trauma or illness
- ensuring sunscreen (if required) is taken on excursions or regular outing
- displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service.

**Certified Supervisors and other educators are responsible for:**

- reading and complying with the requirements of the *Excursions and Service Events Policy*
- providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form
- checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion
- allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record
- maintaining the required educator-to-child ratios at all times, and adequately supervising (refer to *Definitions*) children during excursions and service events
- adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- reading and ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how they will be managed and/or minimised, and is implemented and followed on excursions/service events
- implementing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Water Safety Policy*)
- developing excursions and service events based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child
- communicating the purpose and educational value of each excursion or service event to parents/guardians
- including all children in excursions and service events regardless of their abilities, additional needs or medical conditions (refer to *Service Policies Related*)
- taking each child's personal medication and current medical management plan on excursions and other regular outings (refer to *Service Policies Related*)
- taking a portable first aid kit on excursions and other regular outings

- keeping an accurate attendance record (refer to *Definitions*) of children attending excursions,
- keeping an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details (including emergency contact details) for each individual
- taking a mobile phone, a copy of the attendance record, emergency contact details for each child on excursions for notification in the event of an incident, injury, trauma or illness
- taking sunscreen (if required) on excursions/service events
- discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity
- informing parents/guardians of items required by children for the excursion or service event e.g. snack/lunch, sunscreen, coat etc. (Attachment 3 – Example of a Discovery Kindergarten Information Sheet)

**Parents/guardians are responsible for:**

- reading and complying with the requirements of this *Excursions and Service Events Policy*
- completing and signing the authorised nominee section (refer to *Definitions*) of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at Denzil Don Kindergarten
- completing, signing and dating excursion/service event authorisation forms
- reading the details of the excursion or service event provided by the service and asking for additional information if required
- providing items required by their child for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.
- understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an educator at all times
- if participating in an excursion or service event, informing an educator immediately if a child appears to be missing from the group
- supervising and caring for siblings and other children in their care who are not enrolled in the program
- complying with all Service Policies while participating in an excursion or service event including the *Code of Conduct Policy* and *Sun Protection Policy*.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## SOURCES AND RELATED POLICIES

### Sources

- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia:* <http://education.gov.au/early-years-learning-framework>
- *Guide to the National Quality Standard, ACECQA:* [www.acecqa.gov.au](http://www.acecqa.gov.au)

- *Victorian Early Years Learning and Development Framework:*  
[www.education.vic.gov.au/earlylearning/eyldf/default.htm](http://www.education.vic.gov.au/earlylearning/eyldf/default.htm)

### **Service policies related**

- *Acceptance and Refusal of Authorisations Policy*
- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Code of Conduct Policy*
- *Dealing with Medical Conditions Policy*
- *Delivery and Collection of Children Policy*
- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*
- *Fees Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Participation of Volunteers and Students Policy*
- *Sun Protection Policy*
- *Water Safety Policy*

### **ATTACHMENTS**

ATTACHMENT 1: Developing an excursion/service event authorisation form

ATTACHMENT 2: Example of an Authorisation for Excursion Form

ATTACHMENT 3: Example of a Discovery Kindergarten Information Sheet

### **AUTHORISATION**

This policy was adopted by the Approved Provider of Denzil Don Kindergarten on 21<sup>st</sup> July 2015.

**REVIEW DATE:** 21/7/2017

## **ATTACHMENT 1**

[Place on service letterhead]

### **Developing an excursion/service event authorisation form**

The *Education and Care Services National Regulations 2014* (National Regulations: Regulation 102) specify that written authorisations for excursions, given by a parent/guardian or person authorised on the child's enrolment record, must include the following details:

- the child's name
- the reason the child is to be taken outside the service premises
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- a description of the proposed location of the excursion
- the method of transport to be used
- proposed activities to be undertaken as part of the excursion
- the period of time that the child will be away from the service premises
- the anticipated number of children attending the excursion
- the anticipated ratio of educators to children attending the excursion
- the anticipated number of staff members, and any other adults who will accompany and supervise children on the excursion
- that a risk assessment has been prepared and is available at the service.

## ATTACHMENT 2

### Example of an Authorisation for Excursion Form



# AUTHORIZATION FOR EXCURSION

(regular outing)

PURPLE GROUP TERM 2 2014

CHILD'S NAME.....

The following is information about the SPORTS4KINDERS program that will run for all of Term 2. Due to the shared use of the outdoor play area we feel it is necessary to run the program in a safe space that gives the children the opportunity to fully participate and fully develop. Therefore the program will operate off site at the end of the secure playground in Wylie Park-

<u>PURPOSE</u> -To participate FULLY in the sports program -To develop *fine and large motor skills *hand-eye co-ordination *spatial awareness *fitness
<u>ACTIVITIES</u> - Sports related fun activities to develop the above skills
DESTINATION - Wylie Park Playground-in enclosed grassed area
DATE OF EXCURSION - Every MONDAY of TERM 2
TIME OF EXCURSION -1.45PM for1hour
METHOD OF TRANSPORT-walking
NUMBER OF CHILDREN ATTENDING - Whole class: 20
NUMBER OF STAFF ATTENDING EACH SESSION - 2 plus 1 from SPORTS4KINDERS
NUMBER OF VOLUNTEERS ATTENDING EACH SESSION - 1
STAFF:CHILD RATIO = 1:6.6
RISK ASSESSMENT - Has been carried out and is available for viewing

I.....(parent/guardian)  
give permission for

.....(child's name)  
to attend Sports4kinders in the park.

Parent/Guardian Signature.....Date.....

## ATTACHMENT 3

### Example of a Discovery Kindergarten Information Sheet

# DISCOVERY KINDERGARTEN

## PURPOSE

To engage the children in playing, exploring and learning in an outdoor, natural setting.

"Outdoor spaces with plants, trees, rocks, mud and water invite open ended interactions, spontaneity, risk taking and a connection with nature" ( NQS,2010, Element 3 Physical environment)

## VENUE

South West Brunswick Primary School. The school is on 7 acres of land with a substantial area used as play space. Much of the play space is grassed. There are rocky areas, mud patches and a bridge over a dry rock bed. There are other school facilities that are accessible to the kindergarten children- the vegetable patch, Junior playground , library, aftercare room and hall.

## ORIENTATION

Each group will have an Orientation session at Discovery Kindergarten. On the day designated a parent/guardian **MUST** accompany their child. Each group will walk to the school and have an opportunity to explore and play.

Parents/guardians will experience first- hand the joys of outdoor play.

## PROGRAM

The program will run for each 4 year old group one day a week, covering Tuesday (Green 8.30am - 2.30pm), Wednesday (Red 9.15 am - 2.15pm) and Thursday (Blue 9.00am - 3.00pm).

Each group will meet together at kindergarten and walk with 2 staff and 1 or 2 parent volunteers to the school. The staff will carry a First Aid Kit, children's contact details and a mobile phone. If parents need to contact staff they must call the kindergarten and the staff will in turn contact the Discovery Program staff.

## VOLUNTEERS

Parents who volunteer must stay with the whole group for the time that they volunteer. Volunteers will be asked to give their phone numbers so they can swap sessions if they are unable to attend on the day they have designated and must also inform staff if they are unable to attend.

## CLOTHING

Children are to wear their kinder tops and hats for easy identification, and closed shoes are required. They will need their own backpack with snack, lunch and water. Parents will need to apply sunscreen before the session and staff will reapply when required. When the weather is cold or wet parents must supply appropriate clothing for outdoor play-gumboots, rain coats, hats.