



# Nature Alliance Family Day Care Service

Excursions & Regular Outings



## THE POLICY IN THIS SECTION IS REQUIRED IN

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 165; 165A; 167; 169; 174(2)

Education and Care Services National Regulations, 2012 – ‘Regulations’:99; 100, 101; 102 (1)(2)(4)(5); 136

National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Element 1.1.1; 1.1.2; 2.3.1; 2.3.2; 4.1.1; 4.2.1; 6.1.2; 6.2.1; 6.3.4

## POLICY:

The approved provider of an Education and Care Service must ensure that the service has in place policies and procedures in relation excursions, including procedures complying with regulations 100 to 102 of the Education and Care National Regulations.

## PROCEDURE: EXCURSIONS

Refer to the definition of an Excursion as provided in the Definitions section of this policy document.

1. The *Risk Assessment* form must be completed (Refer to Appendix 2 *Risk Assessment Form*) prior to seeking authorisation for the excursion.
2. In the event of changed circumstances to the previous risk assessment for the excursion, a new *Risk Assessment* form must be completed.
3. The *Excursion/Regular Outing Authorisation Form* must be completed prior to the excursion (Refer to Appendix 8).
4. The *Risk Assessment* form and the *Excursion/Regular Outing Authorisation Form* must be kept until the end of three years after the date on which the record was made.

## PROCEDURE: WATER ACTIVITY EXCURSION: SUPERVISION ON WATER ACTIVITY EXCURSION

1. An education and care service must ensure that enrolled children taken on an excursion for a water activity are supervised by at least one supervising officer or volunteer for each enrolled child who is under 3 years of age and one supervising officer or volunteer for each multiple of 2 enrolled children who have reached 3 years of age and for any remainder.
2. An education and care service must ensure that at least one of the persons supervising enrolled children engaged in a water activity on an excursion has a current basic rescue certificate and a resuscitation certificate or its equivalent.

## PROCEDURE: REGULAR OUTING

Refer to the definition of Regular Outing as provided in the Definitions section of this policy document.

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1. The parent must be provided with the list of regular outings on which the educator intends to take the children.
2. The *Risk Assessment* form must be completed (Refer to Appendix 2.) prior to the regular outing. The form requires the parent or other person named in the child's enrolment record, to give authorisation for the regular outings.
3. The *Excursion/Regular Outing Authorisation Form* must be completed and authorised in writing by the child's parent or other person named in the child's enrolment record:
  - i. For each outing listed in point 1; and
  - ii. Once in each 12 month period unless there is a change in circumstances of the regular outing.

**Linking policy:**

1.3 Policy: Water Safety

**SUPPORTING DOCUMENTS:**

To implement this Policy refer to:

Risk Assessment Form

Excursion/Regular Outing Authorisation Form

Risk Assessment Summary

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