



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)(3)(4)(5); 136

POLICY:

Nature Alliance FDC must ensure that Educators have in place Risk Assessments and Parent Authorisations in relation to excursions or regular outings as defined in the definitions, including procedures complying with regulations 100 to 102 of the Education and Care National Regulations.

PROCEDURE: EXCURSIONS / REGULAR OUTINGS

Refer to the definition of an Excursion and Regular Outing as provided in the Definitions section in the front of Education and Care National Regulations 2012.

1. Prior to the transportation of any children, a Transport of Children in Own Vehicle Risk Assessment must be completed and approved by Nature Alliance FDC Staff. This risk assessment covers all transportation in the vehicle listed and must be read in conjunction with all risk assessment that involve the use of this vehicle. This document must be made available to all parents.
2. The Excursion Risk Assessment Plan must be completed by the Educator prior to seeking authorisation from the parent for the excursion.
3. The Excursion Risk Management Plan must be sent to Nature Alliance for approval at least 72hours prior to the excursion taking place. This will be checked, amendments suggested (if applicable), and the document resubmitted by the Educator if amendments have been made. Once approved by the Service, the document will be signed by staff electronically and a copy returned to the Educator.
4. Excursions and the associated Risk Assessments will be discussed with parents at the time of enrolment and the Parent Authorisation Form will be signed by parents if they agree to the proposed outings. A copy of the signed Parent Authorisation Form will be sent to the office with the enrolment form.
5. If new excursion destinations are added, the Parent Authorisation Form must be completed and signed by parent/guardian prior to any excursions taking place.
6. Educators will notify parents prior to any excursion other than the regular drop off or collection of children to or from school or kindergarten
7. Educators will notify the service of their regular excursions via a schedule or email to the Nature Alliance or text to their support person to ensure that the service knows of their whereabouts at all times.
8. In the event of changed circumstances to the assessed risks for the excursion, an amendment to the Excursion Risk Assessment Plan must be completed.
9. The Excursion Risk Management Plan will be reviewed and updated (if required) by the Educator and Nature Alliance staff every 12 months. The Parent Authorisation Form will be reviewed and updated (if required) by the Educator and signed by parents every 12 months.

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10. The Excursion Risk Assessment Plan and the Parent Authorisation Form must be kept until the end of three years after the date on which the record was made.
11. Details of all children attending the excursion will be available in written format for emergency service personal should they be required.
12. 1st Aid supplies will be taken on all excursions.

PROCEDURE FOR EXCURSIONS TO ANOTHER EDUCATOR’S PREMISES AND HOST EDUCATOR’S RESPONSIBILITIES

Host Educator:

1. Prior to the planned incursion, the host Educator must complete the Playgroup Incursion Risk Management Plan
2. Activities included on the plan will align with your current program.
3. As the visiting Educator/s arrive, the visitor’s record will be signed and discussions about duties, supervision and responsibilities on the Playgroup Incursion Risk Management Plan will be recorded. This will be signed by the visiting Educator.
4. At conclusion of the event, a copy of the Playgroup Incursion Risk Management Plan must be scanned to Nature Alliance office. This will be filed with your personal records.
5. The Educator will keep this record within the Risk Assessment file and have available if required by the service or ECRU.

Visiting Educator:

1. On arrival at the premises, the visiting Educator will sign the visitor record, discuss activities, supervision and responsibilities for the duration of the incursion.
2. The visiting Educator will sign the Playgroup Incursion Risk Management Plan completed by the Host Educator.

PROCEDURE FOR EXCURSIONS WHERE THERE IS A WATER BODY

This could include, but not limited to:- the beach, rivers, lakes, ponds or puddles.

1. Check your Risk Assessment to ensure that information is current and seasonal changes have been considered.
2. Ensure children have suitable clothing and footwear, including a change of clothes.
3. Brief children about the excursion, your expectations and the risks involved.
4. Always stay within sight of all children and explain to children that they need to be able to see you.
5. Consider taking a volunteer with you to assist with the supervision.

Linking policy:

1.3 Policy: Water Safety

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

NA-FRM-0018 Excursion Risk Assessment Plan

NA-FRM-0018A Transport or Children in Own Vehicle Risk Assessment

NA-FRM-0017 Parent Authorisation Form

NA-FRM-0037 Playgroup Incursion Risk Management Plan

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