



Marton Activity Centre

MAC Policy

EXCURSION

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Quality Area	: MACQA2
Approved By	: Management
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POLICY STATEMENT

Marton Activity Centre will ensure that all excursions undertaken by the Service are planned and conducted in a safe manner, maintaining children's wellbeing at all times in accordance with National Legislation.

We believe excursions / incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local community.

SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

PROCEDURE

Marton Activity Centre will schedule excursions and visitors to our venue. We do not provide Vacation Care. We do however provide excursions to our local community through the school term occasionally.

The Nominated Supervisor of an education and care service must ensure a risk assessment is carried out to determine the safety and appropriateness of the excursion.

THE RISK ASSESSMENT MUST:

- Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
- Specify how the identified risks will be managed and.

A RISK ASSESSMENT MUST CONSIDER:

- The proposed route and destination for the excursion; and
- Any water hazards; and
- Any risks associated with water-based activities; and
- The transport to and from the proposed destination for the excursion; and
- The number of adults and children involved in the excursion; and
- Given the risks posed by the excursion, the number of Educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (Example: Specialised skills could include life-saving skills.) and
- The proposed activities; and
- The proposed duration of the excursion; and
- The items that should be taken on the excursion.

An example of a Risk Assessment for an Excursion has been developed by ACECQA. The template can be located at: <http://www.acecqa.gov.au/educators-and-providers1/educators-and-providers-faqs>

FOR THE CHILDREN'S SAFETY, THE FOLLOWING GUIDELINES WILL BE FOLLOWED:

- Written authorisation / permission is required for any child to participate in excursions of any kind from a parent of the child or other person responsible for the child.
- A parent must give the authorisation or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an Educator and must state:
 - The child's name; and
 - The reason the child is to be taken outside the premises; and
 - The date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
 - A description of the proposed destination for the excursion; and
 - The method of transport to be used for the excursion; and
 - The proposed activities to be undertaken by the child during the excursion; and
 - The period the child will be away from the premises; and
 - The anticipated number of children likely to be attending the excursion; and
 - The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion e.g. the staff to child ratio would be 1:10 for all excursions, but if it was a water excursion it would be 1:5; and
 - The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- A risk assessment has been prepared and is available at the service.

- If the excursion is a regular outing, the authorisation is required to be obtained on a per-term basis. (Maybe one excursion a term).
- Children and adults are to follow the service's sun safety policy whilst on excursions
- An Educator with an approved first aid qualification must be present within the group of children and staff leaving the service during an excursion.
- A portable first aid kit must be taken on all excursions including any emergency medications such as Epi-pens and etc. for any children attending the excursion with a diagnosed medical condition.
- All adults assisting on excursions will be informed, in writing, of supervision responsibilities.
- The Nominated Supervisor will ensure that the Service's insurance policy adequately covers off-site excursions and the transportation to the venue (if applicable).
- Take the MAC centre mobile phone located under the sign in desk.

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2: Children's Health & Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management.	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
Reg	99	Children leaving the Education and Care service premises.
Reg	100	Risk assessment must be conducted before excursion.
Reg	101	Conduct of risk assessment for excursion.
Reg	102	Authorisation for excursion.
Reg	168	Policies and procedures are required.

SOURCE

My Time, Our Place
Education and Care Services National Regulation
The business of Childcare, Karen Kearns 2004
Revised National Quality Standard
Australian Children's Education & Care Quality Authority. (ACECQA)

SERVICE POLICIES/ DOCUMENTATION

Policies	Documents
Anti-Bias and Inclusion	Australian Children's Education & Care Authority
Code of Conduct	My Time, Our Place
Educational Program	ECA Code of Ethics
Communication with Families	Revised National Quality Standards
Enrolment, Re Enrolment & Orientation	
Privacy & Confidentiality	
Supervision	
Incident, Illness, Accident and Trauma	
Interactions with Children	
Respect for Children	