

## 1. POLICY CERTIFICATION

Policy title:	<b>Crèche – Excursions Policy</b>
Policy number:	<b>FACS017</b>
Category:	<b>Policy</b>
Classification:	<b>FACS</b>
Status:	<b>Approved (26/06/2013 OCM)</b>

## 2. PURPOSE

This Policy has been developed to set out the means by which the Crèches ensure excursions provide meaningful learning experiences for children while upholding their health, safety and wellbeing at all times.

## 3. POLICY STATEMENT

Roper Gulf Regional Council recognises that excursions enhance children’s experiences by allowing them to explore different environments and to engage in meaningful ways with their communities.

## 4. ORGANISATIONAL SCOPE

This policy applies to Crèches run under Roper Gulf Regional Council.

## 5. DEFINITIONS

Crèche	is a day care centre where child care educator will take care of children in place of their parents
RGRC	Roper Gulf Regional Council

## 6. PRINCIPLES

- When appropriate, excursions are included in the program to provide children with opportunity to learn about their local community.
- The Crèche Supervisor completes the Excursion Risk Management Plan for every excursion. The purpose of the risk assessment is to identify, assess and manage and/or minimise any risks posed to the safety, health and wellbeing of any child being taken on the excursion. The risk assessment takes into account:
  - the proposed route and destination;
  - any water hazards and/or risks associated with water-based activities;
  - transportation to and from the destination;
  - the number of adults and children involved;
  - given the risks associated with the excursion, the number of educators and/or other responsible adults needed to provide adequate supervision, including the need for any adults with specialised skills;
  - the management of the specific health needs or other needs for any child;

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- the proposed activities;
  - the proposed duration of the excursion; and,
  - the items necessary for the excursion (e.g. mobile phone, first-aid kit, list of emergency contact numbers for children on the excursion).
- Prior to any child being taken on an excursion, the Crèche Supervisor will ensure that the parent or authorised nominee has completed, signed and returned to the Centre the Excursion Form – Parent Authorisation. The Form contains:
  - the child's full name;
  - the reason the child is to be taken outside the premises;
  - the date the child is to be taken on the excursion;
  - a description of the proposed destination for the excursion;
  - the method of transport to be used for the excursion;
  - the proposed activities to be undertaken by the child during the excursion;
  - the period the child will be away from the premises;
  - the number of children likely to be attending the excursion;
  - the anticipated ratio of the number of educators to the number of children attending the excursion;
  - the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and,
  - a statement that a risk assessment has been prepared and is available at the Centre for parents to inspect.
- No child will be taken on an excursion without a completed and signed 340-018 Excursion (Parent Authorisation) Form.
- The Crèche Supervisor will be in charge of the excursion.
- Parents are encouraged to participate in excursions.
- All Childcare Educators, students, parents and volunteers will be provided with sufficient information to ensure the health and safety of children (e.g. itinerary, special requirements, safety procedures, grouping of children and responsibilities, mobile phone number of Crèche Supervisor).
- All excursions are subject to the Crèche Sun Smart Policy.
- Contingency plans for events such as medical emergency, accident or a lost child are carefully considered and these plans clearly communicated to all adults attending the excursion.
- All excursions continue to be subject to the WS002 Smoke Free Policy and WS007 Drug and Alcohol Policy.
- The Crèche Supervisor in charge of the excursion will complete an 340-019 Excursion Evaluation Form.

**7. REFERENCES**

Acknowledgements (original author/source documents)	<ul style="list-style-type: none"> <li>• <b>NHMRC. (2005). <i>Staying healthy in child care: Preventing diseases in childcare. 5th edition.</i></b></li> <li>• <b>Education and Care Centres National Regulations 2011</b></li> <li>• <b>Guide to the National Quality Standard 2011</b></li> <li>• <a href="http://www.kidsafe.com.au/">http://www.kidsafe.com.au/</a></li> </ul>
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## FACS017 – Crèche – Excursions Policy

Related Policies	<ul style="list-style-type: none"> <li>• FACS004 – Crèche - First Aid Policy</li> <li>• FACS004 – Crèche – Sun Smart Policy</li> <li>• FACS021 – Crèche - Water Safety Policy</li> <li>• ADM009 Vehicle use policy</li> <li>• WS002 Smoke Free Policy</li> <li>• WS007 Drug and Alcohol Policy.</li> </ul>
Related Publications	
Relevant document	<ul style="list-style-type: none"> <li>• Excursion Risk Management Plan</li> </ul>
Relevant Forms	<ul style="list-style-type: none"> <li>• 340-018 Excursion (Parent Authorisation) Form</li> <li>• 340-019 Excursion Evaluation Form</li> </ul>

**7. DOCUMENT CONTROL**

Policy number	<b>FACS017</b>
Policy Owner	<b>Family and Community Services</b>
Endorsed by	<b>OCM</b>
Date approved	<b>26/06/2013</b>
Revisions	
Amendments	
Next revision due	<b>October 2015</b>

**8. CONTACT PERSON**

Contact person	<b>Manager Governance, Corporate Planning &amp; Compliance</b>
Contact number	<b>08 8972 9000</b>