**EXCURSIONS AND SERVI**

**CE EVENTS POLICY**

**Kindoo! / Our ARK Pty Ltd**

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| **PURPOSE**  | This policywill provide guidelines for Kindoo! to plan and conduct safe and appropriate excursions or service events.  |
| **REQUIREMENT**  | Mandatory – Quality Area 2  |
| **REVIEW DATE**  | This policy shall be reviewed in **April 2019.**.  |

# POLICY STATEMENT

## 1. VALUES

Kindoo! is committed to:

* 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 service events, as at all other times.

## 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Person in Day to Day Charge (PIDTDC), educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Kindoo!, including during onsite events.

## 3. BACKGROUND AND LEGISLATION

**Background**

Part of the Kindoo’s philosophy is to provide stimulating activities in order to extend the educational program and further develop the current interests of the children. Kindoo! believes that excursions and service events offer first-hand learning experiences for the children and are linked to the educational program. “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 and service event should be clearly communicated to parents/guardians.

When planning service events it is important to ensure that they are inclusive of all members of the service 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/participate regardless of their abilities, additional needs or medical conditions.

If it is required that parents pay an additional excursion or incursion fee, then they will be advised in advance. The online booking and payment systems of Kindoo are responsible for collecting any additional fees.

**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 2011*: 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.

**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, sleep, 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 (Regulation 158(1)).

**Excursion:** An outing organised by the education and care service. The written permission of parents/guardians or a person named on the child’s enrolment record as having lawful authority must be obtained before educators/staff take children outside the service premises for the 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 (Regulation 101). Risk assessments must consider:

* the proposed route and location of the excursion
* any water hazards (refer to *Water Safety Policy*)
* any risks associated with water-based activities (refer to Water Safety Policy)
* transport to and from the proposed location of the excursion (refer to *Occupational Health and Safety Policy, Transportation Policy*)
* 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.

A sample Excursion Risk Management Plan is provided on the ACECQA website at https://www.acecqa.gov.au/search?s=excursion+risk+management+plan

**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.

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

## 5. SOURCES AND RELATED POLICIES

**Sources**

* *Belonging, Being & Becoming – The Early Years Learning Framework for*

*Australia*:www.deewr.gov.au/EarlyChildhood/Policy\_Agenda/Quality/Pages/EarlyYearsLearningFra mework.aspx#keydocuments

* *Guide to the National Quality Standard*,ACECQA: www.acecqa.gov.au and http://acecqa.gov.au/links-and-resources/national-quality-framework-resources/
* *Victorian Early Years Learning and Development*

*Framework*:www.education.vic.gov.au/earlylearning/eyldf/default.htm

**Service policies**

*Acceptance and Refusal of Authorisations Policy*

*Administration of First Aid Policy*

*Administration of Medication Policy*

*Anaphylaxis Policy*

*Asthma Policy*

*Code of Conduct Policy*

*Curriculum Development Policy*

*Dealing with Medical Conditions Policy*

*Delivery and Collection of Children Policy*

*Emergency and Evacuation Policy*

*Enrolment and Orientation Policy*

*Fees Policy*

*Food Safety Policy*

*Hygiene 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*

*Supervision of Children Policy*

*Water Safety Policy*

# PROCEDURES

**The Approved Provider is responsible for:**

* developing an *Excursions and Service Events Policy* in consultation with the Nominated Supervisor, PIDTDC, educators, staff and parents/guardians at the service
* ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with a copy of the *Excursions and Service Events Policy* and comply with its requirements
* 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 service events (Regulations 123, 355, 357, 360)
* ensuring only educators who are working directly with children are included in educator-to-child ratios
* ensuring that service events are based on the educational program and meet the needs and interests of children and families at the service (refer to *Curriculum Development Policy*)
* ensuring that there is a clear purpose and educational value to each service event and that this is communicated to parents/guardians
* considering the financial ability of families before deciding on a service event that would require an additional charge. Service events at Kindoo! are planned at the beginning of each half year and are paid for directly by the parent (refer to *Fees Policy*)
* ensuring that proposed service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*)

**The Nominated Supervisor is responsible for:**

* developing an *Excursions and Service Events Policy* in consultation with the Approved Provider, PIDTDC, educators, staff and parents/guardians at the service
* ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with a copy of the *Excursions and Service Events Policy* and comply with its requirements
* 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 service events (Regulations 123, 355, 357, 360)
* ensuring only educators who are working directly with children are included in educator-to-child ratios
* ensuring that 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 service event is communicated to parents/guardians

considering the financial ability of families before deciding on a service event that would require an additional charge. Service events at Kindoo! are planned at the beginning of each half year and are paid for by the kindergarten community with an Entertainment Levy (refer to *Fees Policy*)

* ensuring that proposed service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)

**PIDTDCs and other educators are responsible for:**

* developing an *Excursions and Service Events Policy* in consultation with the Approved Provider, Nominated Supervisor and parents/guardians at the service
* 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 a service event authorisation form
* checking that a parent/guardian or person named in the child’s enrolment record has completed, signed and dated the service event authorisation form
* allowing a child to participate in a 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 service events
* undertaking a risk assessment (refer to *Definitions*) for the incursions or service events to identify and assess any risks, and specify how they will be managed and/or minimised if required.
* developing service events based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child (refer to *Curriculum Development Policy*)
* communicating the purpose and educational value of each service event to parents/guardians
* including all children in service events regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*)
* discussing the aims and objectives of the service event, and items of special interest, with children prior to undertaking the activity

**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 the service
* completing, signing and dating service event authorisation forms if required
* reading the details of the service event provided by the service and asking for additional information if required
* understanding that if they participate in a service event as a volunteer, they will be under the immediate supervision of an educator or the Approved Provider at all times and must have a WWC card
* 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 a service event including the *Code of Conduct Policy*, *Sun Protection Policy* and *Hygiene 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.