

CEEC PP POL EXCURSION POLICY

Policy Domain	PROGRAMMING AND PRACTICE
Document type	POLICY
Applicable to	CATHOLIC EARLY EDCARE
Version	0.2
Date approved	08/07/2019
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE
Review date	08/07/2020
Policy Sponsor	PROGRAMMING AND PRACTICE
Related policy documents	CEEC PP POL Interactions With Children Policy CEEC PP POL Guiding And Supporting Behaviour Policy CEEC HS POL Health And Safety Policy CEEC PP POL Supervision Policy CEEC PP PRO Supervision Procedure CEEC HS POL Water Safety Policy CEEC HS POL Sun Safety Policy CEEC HS POL First Aid Policy CEEC FC POL Authorisation And Refusals Policy CEEC PP PRO Excursion And Incursion Procedure
Related legislation	Education And Care National Law Act 2010 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline the commitment of Catholic Early EdCare to the management of excursions, incursions and regular outings.

SCOPE

This policy applies to all staff as defined in the Education and Care Services National Law.

1. POLICY STATEMENT

- 1.1 This policy has been developed to comply with –
- Education and Care Services National Law Act 2010 Section 167
 - Education and Care Services National Regulations 2011- Regulations 99, 100, 101, 102 and 168 (2) (g)
 - Australian Children’s Education & Care Quality Authority: National Quality Framework - Quality Area 2
 - Catholic Early EdCare consider excursions, incursions and regular outings to form an integral and beneficial component of an education and care program for a Service as they can provide a range of learning experiences, expand understanding and strengthen connections with the wider community.

2. DEFINITION

- 2.1 Catholic Early EdCare define an excursion as an outing organised by a Service. An excursion does not include an outing organised by a Service provided on a school site if;
- the child or children leave the education and care premises in the company of an educator, and
 - the child or children do not leave the school site (For example, if a group visits the library within their school site, it is not considered an excursion or regular outing).
- 2.2 Catholic Early EdCare define an incursion as the engagement of an external party to provide an activity/event on a school site or in a Service (i.e. the education and care premises/approved space etc.).
- 2.3 Catholic Early EdCare expect excursions, incursions and regular outings to be linked to the programming and practice of a Service and are of an education benefit to the children in the care of Catholic Early EdCare.
- 2.4 Catholic Early EdCare define a regular outing as a walk, drive or trip to and from a destination;
- that the Service visits regularly as part of its education program, and
 - where the circumstances relevant to the risk assessment are the same on each outing.
- 2.5 If an excursion is a regular outing and a risk assessment has previously been completed, a further risk assessment is not required unless the circumstances of the outing have changed. For example, weather, route, number of children, time of day etc.

3. SUPERVISION

- 3.1 All excursions, incursion and regular outings are required to comply with the supervision requirements as stated in -
- CEEC PP POL Supervision Policy, and
 - CEEC PP PRO Supervision Procedure

4. WAIVERS

- 4.1 On the advice of Catholic Church Insurance (CCI) staff members at a Service are not permitted to sign waivers when requested by excursion or incursion providers on behalf of children in the care of Catholic Early EdCare
- 4.2 Catholic Early EdCare Services are not permitted to request Parents/Carer sign waivers on behalf of the children in the care of Catholic Early EdCare when requested by an excursion or incursion providers, prior to engagement in an activity/event.

5. RISK MANAGEMENT

- 5.1 All Catholic Early EdCare Services will undertake the completion of risk assessments during the planning stage of an excursion, incursion or regular outing.
- 5.2 Any planned excursion, incursion or regular outing where the risk score is HIGH, EXTREME, SEVERE, or CATASPROPHIC following the completion of a risk assessment, cannot proceed.
- 5.3 All Directors and Coordinators are directly responsible for the sign off of any proposed excursion, incursion or regular outing and the approval of all completed risk assessments.
- 5.4 Risk Assessments must include (but is not limited to) the following -
 - The proposed activity/event
 - Any equipment involved in an incursion provided by the provider
 - The propose route and destination for the excursion
 - Water hazards and risks associated with water based activities
 - Methods of transport
 - Number of adults and children involved
 - Given the risk(s) posed, the number of education and other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety
 - The likely length of time of the excursion and/or incursion
 - The items that are required to be taken on the excursion or available at the incursion
- 5.5 The CEEC PP PRO Excursion and Incursion Procedure provides a step-by-step process for the management of risk and completion of risk assessment. This is to be followed by all Services.

6. FIRST AID

- 6.1 Services are required to adhere to the CEEC HS First Aid Policy during all excursions, incursions and regular outings.
- 6.2 Services are to be mindful of their duty of care to provide first aid when required during excursions, incursions and regular outings and decisions related to first aid and medical decisions are to be made by Catholic Early EdCare staff in commensurate with their level of training.

- 6.3 Staff members are to be aware the duty of care to provide first aid by excursion, incursions and regular outing providers does not override the duty of care Catholic Early EdCare has towards the child.
- 6.4 Staff members will accept the advice and recommendations of trained and qualified medical professionals, where their level of knowledge and training circumvents the level of training held by the Catholic Early EdCare staff member.

7. AUTHORISATION

- 7.1 All Catholic Early EdCare Services are required to ensure compliance with the CEEC FC POL Authorisation and Refusal Policy and ensure that all permission forms relating to an excursion and/or regular outing are kept in the enrolment record for each child; in accordance with Regulation 161 (1) and (2) of the Education and Care National Regulations.
- 7.2 Permission forms are not required for incursions under the Education and Care Regulations however it is recommended Services seek Parent/Carer authorisation for children to participate in activities/events involving a third party provider. Services should also make available to Parents/Carers information related to the third party provider including operating name, website details (if relevant/available), completed Service risk assessments, relevant risk assessments provided by the third party provider and accommodate any reasonable request for further information/documentation made by a Parent/Carer in relation to a third party provider.

8. LEAVING THE EDUCATION AND CARE PREMISES

8.1 Services are required to comply with Regulation 99 of the Education and Care Regulations – Children leaving the education and care premises –

- 1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with sub regulation (4).
- 2) The nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with sub regulation (4).
- 4) The child may only leave the relevant premises if the child-
 - a) is given into the care of-
 - i) a parent of the child; or
 - ii) an authorised nominee named in the child's enrolment record; or
 - iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or
 - b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or
 - c) is taken on an excursion in accordance with this Division; or
 - d) is given into the care of a person or taken outside the premises-
 - i) because the child requires medical, hospital or ambulance care or treatment;
 - ii) or because of another emergency.
- 5) In this regulation "parent" does not include a parent who is prohibited by a court order from having contact with the child.

8.2 For further guidance on compliance with Regulation 99 refer to CEEC PP PRO Excursion Procedure.

SUPPORTING DOCUMENTS

N/A

COMPLIANCE

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Educator	Educator is an individual who provides education and care for children as part of an education and care service.
Supervision	Supervision as the practice of constantly observing and relating to individual children or groups of children in relation to their safety, health and wellbeing. Supervision involves more than preventing or responding to potential or actual harm and hazards. Supervision requires the Educator to be actively involved with children and have knowledge of what each child in their care is doing at any given time.
Excursion	An outing organised by a Service. An excursion does not include an outing organised by a Service provided on a school site if (a) the child or children leave the education and care premises in the company of an educator and (b) the child or children do not leave the school site.
Incursion	The engagement of an external party to provide an activity/event on a school site or in a Service
Regular Outing	A walk, drive or trip to and from a destination – (a) that the Service visits regularly as part of its education program; and (b) where the circumstances relevant to the risk assessment are the same on each outing

9. RECORD KEEPING

- 9.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 9.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\\ drive.
- 9.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 9.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 9.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 9.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.