

CEEC PP POL INCURSION, EXCURSION AND REGULAR OUTINGS POLICY

Policy Sponsor	PROGRAM AND PRACTICE
Document type	POLICY
Applicable to	CATHOLIC EARLY EDCARE
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE

POLICY STATEMENT

Catholic Early EdCare is committed to ensuring children’s health, safety and wellbeing during incursions, excursions and regular outings, and the safe transportation of children for excursions, and regular outings.

BACKGROUND

The Education and Care Services National Regulations require policies and procedures require policies and procedures to be in place for managing excursions, and in relation to the safe transportation of children.

LEGISLATIVE REQUIREMENTS

<u>Education and Care Services National Regulations</u>	
Section 165	Offence to inadequately supervise children
Section 167	Offence related to protection of children from harm and hazards
Reg 24	Application for service approval—centre-based service
Reg 89	First aid kits
Reg 90	Medical conditions policy
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	Authorisations for excursion
Reg 122	Educators must be working directly with children to be included in ratios
Reg 123	Educator to child ratios - centre-based services
Reg 136	First aid qualifications
Reg 158	Children’s attendance records to be kept by approved provider
Reg 168	Education and care service must have policies and procedures
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

<u>National Quality Standard</u>	
Quality Area 2	Children’s health and safety

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Standard 2.2	Safety	Each child is protected.
Element 2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Quality Area 3	Physical environment	
Standard 3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
Element 3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
Quality Area 4	Staffing arrangements	
Standard 4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
Quality Area 7	Governance and Leadership	
Standard 7.1	Governance	Governance supports the operation of a quality service.
Element 7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Element 7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

PRINCIPLES

- We acknowledge that children's connection with the world around them contributes to their sense of belonging. By incorporating incursions into our educational program children develop understandings of their local community, and services build and strengthen connections with their local communities.
- We believe the health, safety, and wellbeing of children is paramount, and all experiences undertaken by the service, including incursions, excursions and regular outings, will be conducted in a way that minimises and addresses any risks identified during risk assessments and the implementation of control measures.
- We acknowledge that supervision is a key aspect of ensuring that children's safety is protected at all times in the service environment, while on excursions, regular outings, and during transportation provided for these activities.
- We believe clear roles and responsibilities ensure good management. We use clearly defined roles and effective communication to ensure that Service Leaders and staff are aware of their responsibilities in relation to incursions, excursions and regular outings, and the safe transition of children to and from the service to another service (such as a school).
- We ensure Service Leaders and staff are trained and regularly re-trained to implement the policies and procedures relating to incursions, excursions, regular outings and the safe transportation of children during excursions and regular outings.
- We ensure we meet all legislative requirements and obligations under the Education and Care Services National Law and National Regulations, including seeking authorisation from families regarding transportation of their children for excursions and regular outings.
- We embrace the learnings from Catholic Social Teachings and support families in kind and respectful ways when resolving understandings and compliance with our policies and procedures.

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KEY TERMS

Term	Meaning	Source
ACECQA	Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	Guide to the NQF
Approved Provider	Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.	Childcare provider handbook
Authorised person	A parent or family member of a child who is being educated and cared for by the service or the family day care educator, or their authorised nominee.	Guide to the NQF
Bus	A motor vehicle built mainly to carry people that seats over 12 adults (including the driver).	QLD Government
Checker	The person/s who will be responsible for checking the vehicle at the conclusion of the journey after the children have exited/been removed from the vehicle. This person may or may not be on the vehicle journey.	QLD Government
Educator	An individual who provides education and care for children as part of an education and care service.	Guide to the NQF
Excursion	An outing organised by an education and care service or family day care educator, but does not include an outing organised by an education and care service provided on a school site if: a) the child or children leave the education and care service premises in the company of an educator; and b) the child or children do not leave the school site.	National Regulations (Definitions)
Incursion	An activity organised by the service, whereby an outside body is employed to come into the service to run an educational activity for the children.	School Holiday Programs
Nominated Supervisor	A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination	Guide to the NQF
Regular outing	In relation to an education and care service, means a walk, drive or trip to and from a destination: a) that the service visits regularly as part of its educational program; and b) where the circumstances relevant to the risk assessment are the same on each outing.	National Regulations (Definitions)
Regular transportation	In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.	Guide to the NQF
Responsible Person	An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: <ul style="list-style-type: none">▪ the approved provider or a person with management or control of the service;	Guide to the NQF

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	<ul style="list-style-type: none"> ▪ a nominated supervisor of the service; or ▪ a person placed in day-to-day charge of the service in accordance with the National Regulations 	
Risk assessment	Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.	Hazard identification, risk assessment and risk control
Staff Member	Any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service	Guide to the NQF
Supervisor	The person/s who will be responsible for supervising the children on the vehicle.	QLD Government
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.	
Transportation	<p>Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.</p> <p>Examples of transport not forming part of a service include:</p> <ul style="list-style-type: none"> ▪ private transport provided by families and carers (i.e. carers not engaged by/registered with a service) ▪ transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider ▪ transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location) ▪ when a disability service picks up children and transports them to school or an activity. 	Guide to the NQF
Transition	In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.	

LINKS TO OTHER POLICIES / DOCUMENTS

- CEEC PP PRO Incursion, Excursion and Regular Outings Procedure
- CEEC TEMPLATE RA TOOL Travel
- [CEEC PP FORM Excursion Permission Form](#)
- [CEEC PP FORM Transportation Checklist](#)

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- [CEEC PP FORM Regular Outing Authorisation](#)
- [Vacation Care Suite](#)
- [CEEC CH POL Medical Conditions Policy](#)
- CEEC CH PRO Medical Conditions Procedure
- [CEEC HS POL Incident, injury, trauma and illness Policy](#)
- [CEEC HS PRO Incident, injury, trauma and illness Procedure](#)
- [CEEC GOV POL Authorisation and Refusals Policy](#)
- CEEC GOV PRO Authorisation and Refusals Procedure
- [CEEC HS POL Water Safety Policy](#)
- [CEEC HS POL Sun Protection Policy](#)
- [CEEC PP POL Supervision Policy](#)
- [CEEC PP PRO Supervision Procedure](#)
- [CEEC GOV POL Arrivals and Departures Policy](#)
- CEEC GOV PRO Arrivals and Departures Procedure
- [CEEC HS POL Emergency Management Policy](#)
- [CEEC HS PRO Emergency Management Procedure](#)
- [CEEC CH POL Providing a Child Safe Environment Policy](#)
- [Changes to regular transportation of children commencing 1 March 2023](#)
- [Guidance for adequate supervision during transportation](#)
- [Minimising the risk of children being left behind in vehicles](#)

INDUCTION AND ONGOING TRAINING

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

MONITORING, EVALUATION AND REVIEW

Monitoring of compliance with this policy and the related procedure will be completed by the Program and Practice team, in conjunction with the Governance and Performance team's Service Compliance Officer.

The review process for this policy will begin 8 (eight) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders and will be facilitated by the Research and Policy Officer.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

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

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