

ARMIDALE & DISTRICT FAMILY DAY CARE

Excursion, Motor Vehicle and Transport Policy

Background:	The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for managing excursions and transport.
Related Policies:	Water safety, Sun safe, Administration of First Aid Policy, Authorisations and Refusals, Educator’s Assistant policies, Incident, Injury, Trauma and Illness Policy, Emergency Evacuation Policy, Nutrition, Food, Beverage and Dietary Requirements Policy, Sleep and Rest for Children, Delivery and Collection of Children and Access Policy, Safe Arrival of Children.
Related procedures:	Workplace Health and Safety (Educators), Administration of Medication Procedure, Confidentiality Procedure, Infection Control and Hand Washing Procedure, Supervision Procedure.
Regulation/s/ Standards:	National Education and Care Regulations 89, 90, 99, 100, 101, 102, 102A 122, 123, 123A, 124, 136, 168, 169, 170, 171 and 172. National Law 165,167,174 National Quality Standards 2.3.1, 2.3.2, 2.3.3, 6.1.2 and 6.3.4
References:	www.kidsafensw.org www.acecqa.gov.au/sites/default/files/2021-08/ExcursionsPolicyGuidelines.pdf www.roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/ https://www.childcarseats.com.au/legal-requirements https://www.transport.nsw.gov.au/roadsafety/parents/child-car-seats https://kidsandtraffic.mq.edu.au/
Date effective	August 2024
Date for review	August 2027
Purpose	Excursions are an important part of the educational program and allow children to explore and build connections with their community, environment and the world around them, forming a sense of belonging to their world. Through conducting risk assessments and obtaining authorisation from families we are focused on maintaining the safety, health and wellbeing of each child during excursions, regular outings and transportation.
Responsibility	Educators, Nominated Supervisor, Coordinators, Educational Leader and Staff

Key information:

- Children’s safety, health and wellbeing are paramount to Armidale Family Day Care (AFDC) and all care, including while on Excursions and regular outings, will be conducted in a way that minimises and addresses any risks identified.

- Excursions are included in the educational program to provide children with the opportunity to experience and explore different environments within their community and develop a sense of belonging through meaningful experiences in their local community.
- An excursion must consider the needs, interests and input of the children and reflect in the educational program.
- Educators must ensure their programs offer a balance between outings and home-based activities.

Therefore:

- AFDC must be given the opportunity to consider a proposed non-regular excursion and to review the Risk Assessment for that excursion. Copies of the Risk Assessment and signed permission notes must be provided to the office **at least 24 hours prior to the non-regular excursion taking place.**
- AFDC reserves the right to decline an excursion which does not meet Policy Guidelines/Regulations in terms of destination, preparation, adult/ child ratios, Risk Assessment, or age appropriateness.
- **Educators must not access private, Council or University Swimming Pools whilst children are in care.**

Risk Assessment for Excursions including Transport:

All risk assessments need to be prepared and completed in consultation with the co-ordination unit before authorisations are sought.

Risk assessments are to be forwarded to the AFDC office for approval prior to obtaining family authorisations.

If aspects of the regular excursion venue change, a new Risk Assessment must be prepared and provided.

This includes:

- Additional children attending.
- When there is a change in location.
- Or when there are changes made to the route taken to and from the outing.

Induction and ongoing training

All educators within AFDC must hold a minimum of Certificate III in Early Childhood Education and Care and a current First Aid and CPR certificate prior to being registered as an educator with their own service within AFDC and are offered ongoing training through free professional development, a yearly training allowance as well as information regarding opportunities for workshops and training opportunities.

Regular Outing and Excursion Procedures:

All AFDC Policies and Procedures can be located at our website under Educator tab.

Risk assessments are to be completed to ensure every consideration is given to minimise risks identified during the regular outing or excursion and need to include the following:

- The proposed route and destination.
- Water hazards including any water-based activities.
- The process of entering and exiting at the service and at the destination.
- The means of transport
 - If this is my car/bus:
 - Seat belts and safety restraints under a law of each jurisdiction in which the children are being transported.
 - Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.
- The number of adults and children involved in the excursion.

- 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, which may include life-saving skills.
- The proposed activities.
- The proposed duration of the excursion.
- The items that should be taken on the excursion.

The Risk Assessment form used by AFDC can be located on our website and is attached to this document as an appendix.

Copies of the Risk Assessment and signed permission notes must be provided to the office **at least 24 hours prior to the Non-Regular Excursion taking place with authorisation from all families whom their child is attending the excursion.**

Authorisation for excursions

The approved provider, a nominated supervisor or a family day care educator of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under sub regulation (4).

The authorisation must be given by a parent/guardian or other person named in the child's enrolment record as having authority, given by a parent/guardian, to authorise the taking of the child outside the education and care service premises by an educator and must state:

- Child's full name
- Reason the child is to be taken outside the service premises.
- The date the child is to be taken on the excursion and the time that the child will be away from the service – unless it is for a regular excursion, a description of when the child is to be taken on the regular outings.
- A description of the proposed destination and activities to be undertaken by the child for the excursion.
- Details about transporting children including means of transport, child restraints and seat belts.
- The number of children enrolled on the day of the excursion to attend.
- The expected educator/child ratio based on enrolment numbers.
- The number of staff members and other adults who will accompany and supervise the children on the excursion.
- That a risk assessment has been prepared and is available at the service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period or if any changes are made to regular outing route, destination or number of children attending.

Procedure: All Excursions

- Educators must ensure that children are closely supervised at all times.
- Excursions should not go ahead if, on arrival, there are any concerns about the venue or there are doubts about managing the risks presented.
- The Adult/ Child ratio must be maintained. (1:4 ratio unless authorised by Nominated Supervisor to exceed this)
- Whilst destinations with a significant water hazard e.g., dams, ponds, creeks, or rivers are to be avoided, visits to the Creek land parks can happen for children under school age if there is one adult for every three children. This person can be a Coordinator, Educator Assistant or a known person to the children and their families.
- The notified itinerary for planned excursions must not change unless all families and Armidale and District Family Day Care are given 24 hours' notice of the change.
- Educators and Staff attending excursions must have current First Aid qualifications.

- Educators must carry a basic first aid kit, a mobile phone and emergency contact details for all families whilst on excursions.
- Action Plans for children with a medical condition e.g., Asthma and Anaphylaxis must be carried on excursions.
- Road Safety must be discussed with all children prior to attending excursions. Educators need to instruct children to hold hands when walking and to look, listen and look again before crossing the road. Educators also need to discuss safe car travel with children, reinforcing the need to remain in car restraints until the vehicle has stopped and the Educator is able to assist them to unbuckle. Children should always depart from the vehicle on the kerbside.
- Educators must wear an AFDC lanyard with their photo and Scheme contact details.
- Children must wear high vis vests for increased supervision. **Children should not be identified by name.** They should have tags located on their vest with Educator's name and the Scheme's contact details attached.
- The process for entering and exiting the Educators service and the procedures for embarking and disembarking the vehicle must be completed in a Risk Assessment annually if the mode of transport changes from previous risk assessment or before a Non regular excursion is taking place.
- Vehicles used to transport children must be fitted with approved child restraints and Educators must ensure anchor points are either inspected annually, by an Authorised Restraint fitter, or by the Educator, using the Vehicle and Restraint Safety Checklist. Evidence of this must be provided to the office.
- Water bottles, nappies, spare clothes, hats, gloves, antibacterial gel, food, copy of risk assessment including proposed route, copy of any action plans and administration of medication forms for children and staff, in date medication with prescription label, phone, emergency contact list and sunscreen must be taken on all excursions.

AFDC Provides a checklist template for these items that can be found on the AFDC website under the Educator tab.

Before The Excursion

- Ensure risk assessments are carried out and reviewed as required.
- Pre walk or drive route before the day of excursion to ensure the absence of unknown hazards.
- Families are informed and have sufficient time and information to review excursion outline and risk assessment.
- Review Policies and Regulations that relate to the excursion to ensure you are meeting all requirements.
- Advise families where to locate policies and procedures relating to excursion.
- Ensure all educators, staff and volunteers understand each step of the procedures.
- Ensure all educators, staff and volunteers have a copy of the excursion run sheet.
- Ensure the contents of your excursion/evacuation bag is replenished and ready for excursion.
- Review all action plans to ensure they are up to date for each child.
- Review all prescription medication to ensure they are in date, have child's name on label and comply with action plan and/or administration of medication form.
- Weather and seasons need to be considered before the excursion occurs.

On the day

- Notifying the office when leaving your service and on your return
- The venue must have vehicle access and mobile reception. If not, the Educator needs to consider how is this risk to be managed e.g., determine where the closest point of mobile reception is.
- Suitable clothing needs to be worn e.g., jackets, hats, covered shoes.
- A site assessment needs to take place on arrival and defining a boundary area.

- If an injury occurs, correct first aid needs to be administered. Incident must be documented upon returning to the service.

After the Excursion

- Notify the office of your return to service.
- Reflect on educational value of the excursion and quality improvement of educator's practice.

Regular Excursions

- A **Regular Excursion** is defined as an excursion that is a regular part of the Educator's program e.g., a neighbourhood walk, a visit to another Educator's home, a visit to the library, attendance at Play session, a visit to the park.
- Initial written authorisation to participate in regular excursions is provided by families when they enrol their child/children (recorded on the Personal Profile).
- **Written authorisations for Regular Excursions need to be updated annually.**
- Educators must discuss details of the activities that will be undertaken on the regular excursion with families, and they need to document regular excursions in their program.
- Educators must ensure that the regular excursion does not interfere with the afternoon sleep or rest period for children under school age.
- Educators must provide Armidale and District Family Day Care with a completed Regular Excursion Authorisation Form.
- Educators must contact the Office by phone, text, or email before leaving their service to attend an identified Regular Excursion as well as when they have returned to their service.
- Regular Excursions need to have a Risk Assessment performed annually and a copy of the completed assessment needs to be submitted to the Office.

If circumstances of regular excursion change, risk assessment and authorisations must be updated accordingly. (e.g. Venue, route travelled to and from the outing, additional children attending)

Non- Regular Excursions

- A **Non- Regular Excursion** is an excursion that is not part of the Educator's normal regular or weekly program e.g., attendance at a children's performance or a special event that is happening in the community.
- Each family's written permission for the specific excursion must be sought and copies of completed permission notes returned to Armidale and District Family Day Care at least **24 hours prior to the excursion taking place.**
- A thorough risk assessment of the venue needs to be undertaken. An Excursion Risk Assessment form needs to be completed and a copy submitted to the Armidale and District Family Day Care at least **24 hours prior to the excursion taking place.**

All Forms, as listed below, can be found on Armidale and District Family Day Care website.

- **Regular Excursion and Transport Authorisation** Initial permission for children to attend Regular Excursions is recorded at enrolment (on the Personal Profile form). Thereafter written permission must be sought annually for each child enrolled. Permission note needs to be supplied to the Office.
- **Non-Regular Excursion Permission Note.**
To be completed and returned to the office a minimum of 24hrs prior.

- **Excursion Risk Assessment Form.** To be completed annually and supplied to the office for all regular excursion venues. A new assessment is required if aspects of venue change. In the case of Non-Regular Excursions, a copy of the assessment along with permission notes needs to be submitted to the Office a minimum of 24 hours prior to the event.
- **Head Check Excursion Form.** To be completed during an excursion to ensure the documentation of children present and accounted for and the educator’s compliance with maintaining high supervision of all children present during the excursion.
Educators to retain these documents as evidence of compliance.

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Nominated Supervisor/ Approved provider	<ul style="list-style-type: none"> • ensure that obligations under the Education and Care Services National Law and National Regulations are met • ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion • ensure all children have written authorisation from families to leave the service on an excursion • ensure educator to child ratios are maintained during the excursion and address the risks identified (if applicable) • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures • ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, volunteers and families, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> - affect the fees charged or the way they are collected or - significantly impact the service’s education and care of children or - significantly impact the family’s ability to utilise the service
Educators	<ul style="list-style-type: none"> • ensure all children attending the excursion have written authorisation from families to attend prior to the excursion • verify that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.). • ensure volunteers understand the details of the excursion, the expectations, and their supervision responsibilities • conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families) • ensure a new risk assessment is completed when circumstances change for regular outings • ensure the excursion is carried out in line with the Excursion policy and procedures • ensure all children attending the excursion have written authorisation from families to attend prior to the excursion • conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families) • ensure a new risk assessment is completed when circumstances change

	<p>for regular outings</p> <ul style="list-style-type: none"> • ensure the required educator to child ratios are in place and children are supervised at all times • undertake regular attendance checks to account for all children • ensure family members and volunteers attending the excursion are not left alone with any child or group of children • ensure family members and volunteers attending the excursion understand your expectations and are not left alone with any child or group of children • ensure all children’s health and medical needs are taken on the excursion (first aid kit, personal medication, medical managements plans, etc.).
Families	<ul style="list-style-type: none"> • sign the authorisation forms for their child to attend the excursion and ensure all information required is up-to-date • provide written authorisation for their child to leave the service premises on regular outings • be aware of all the information about the excursion – ask questions if needed • if volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities • ensure required medication for their child is in date and available to take on an excursion.

MOTOR VEHICLE TRANSPORT

Educators and Staff:

- must be appropriately licenced for the vehicle they are driving.
- vehicles must be registered in accordance with RMS legislation.
- must comply at all times with the traffic laws in New South Wales.
- should be aware that vehicles are part of their workplace if they transport children, and as such vehicles need to be regularly maintained and inspected.
- must report any accident or incident to the Nominated Supervisor.
- must drive in a safe manner with regard to other road users.
- must wear a seatbelt.
- must refrain from using a mobile phone whilst the vehicle is in motion.

The status of each Educator’s vehicle registration and driver’s licence will be checked annually as part of re-registration.

Educators must complete an annual vehicle and car seat safety checklist as part of their re-registration.

If a service is planning an excursion or have an upcoming regular excursion, Educators are to educate children on vehicle and road safety as a part of their program as a risk minimisation strategy.

Child Restraints and Seating Arrangements

- Written parental permission must be sought before transport of children commences.
- All children must be seated in the back seat prior to the front seat being used. If all of the back seats are occupied by children under no circumstances can a child sit in the front seat.
- Educators are fully responsible for ensuring the correct fitting of child car seats within their own vehicles. Educators must follow the manufacturer’s instructions when fitting child car seats. If the instructions are lost, the manufacturer can be contacted, or the instructions can be searched for online.

If still unable to locate the manufacturer instructions, then an Authorised Restraint Fitting Station must be contacted to seek advice. Authorised Restraint Fitting Stations can be accessed by calling 13 22 13.

- Educators may choose to have all vehicle anchorage points, seat belts and child car seats checked by an authorised fitting station, although there is no legal requirement in NSW for this. However, educators must be aware that if a child car seat is removed after being fitted by an Authorised Fitting Station, that any guarantee provided by the Authorised Fitting Station is now void.
- All restraints used must comply with Australian/New Zealand Standard AS/NZS 1754 and must be used in accordance with the manufacturer's instructions.
- All restraints must be renewed after 10 years from the manufacturing date.
- Legal requirements in NSW regarding child car seats are as follows:
- Children up to the age of 6 months must be secured in an approved rearward facing child car seat.
 - Children aged from 6 months to 4 years old must be secured in either a rear or forward-facing approved child car seat with an inbuilt harness.
 - Children under 4 years old can't travel in the front seat of a vehicle with 2 or more rows.
 - Children aged 4-7 years old must be secured in a forward-facing approved child car seat with an inbuilt harness or an approved booster seat.
 - Children aged 4-7 years old can't travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than 7 years in an approved child car seat or booster seat.
 - Children aged 7-16 years old who are too small to be properly restrained by a seatbelt are strongly recommended to use either a forward-facing seat with an in-built harness for older children, an approved booster seat, or an approved child safety harness together with the vehicle's seatbelt.
 - Children in booster seats must be restrained by a suitable lap and sash-type approved seatbelt that's properly adjusted and fastened, or by a suitable approved child safety harness that's properly adjusted and fastened.
- If the child is too small for the child restraint specified for their age, they should be kept in their current child restraint until it is safe for them to move to the next level.
- If the child is too large for the child restraint specified for their age, they may move to the next level of child restraint.
- Booster seats are recommended only after a child grows out of an approved child car seat.
- A booster seat should be used until a child's shoulder no longer comfortably fits within the seat or when their eye level is higher than the back of the seat; Booster seats should feature high backs and sides and are to be used with an adult lap sash seatbelt/seat belt sash guide.
- Lap belts are only to be used with either a harness or anchored child restraint. Harnesses are only to be used in conjunction with an anchorage point. Children aged between 4 and 7 years must not use a harness without a booster seat. If a harness is used with a booster seat, then an Anti-Submarining clip must be fitted to hold the seat belt down low across the pelvis.
- In-Built harnesses (i.e., installed in rearward or forward-facing restraints) should be adjusted to fit comfortably but firmly, with no slack, so that the harness straps are straight and flat in contact with the child's body. Never place the shoulder strap of a seat belt behind the child's back or under their arm.
- Pets and other animals are not to be transported in a vehicle at the same time as children. (Refer to Pet Policy).

Educators **MUST** develop a risk assessment outlining their evaluation of all possible risks of the transportation procedure. A separate risk assessment is required for additional reasons for transportation/locations. (See Excursion Policy and Procedure)

Educators **MUST** gain authorisations from all parents of children being transported prior to transportation

Transport by Bus/Private vehicle in the community

When Educators access AFDC’s bus to attend excursions, a variety of child restraints are available for use. These include forward facing restraints and boosters. Bookings by 9am on the day of the excursion so that the correct child restraints can be installed. Parental permission for child/ren to be transported in AFDC’s bus must be obtained on enrolment.

Safety in the proximity of Motor Vehicles

- Children must depart from the vehicle on the kerbside.
- When walking in carparks to and from the vehicle children must hold hands
- Children must never to be left alone in a Motor vehicle, unless the Educator, staff member or responsible adult is in the immediate proximity of the vehicle, i.e., loading and unloading children.
- Should the Educator, staff member or responsible adult find it necessary to move a vehicle on private property or in a car park, all children should be placed inside the vehicle and appropriately restrained.
- The Educator, staff member or responsible adult should remove the ignition keys from the vehicle prior to departing from the vehicle and the vehicle should be locked when unattended.
- Educators/ Staff count the children on and off the car/ bus.

Key terms table

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.	acecqa.gov.au
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 (Glossary)
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 Law (Definitions)
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 Law (Definitions)

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.	acecqa.gov.au/media/29421
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