



**East Preston Islamic College**

**EXCURSIONS  
AND  
SERVICE  
EVENTS  
POLICY**

## **Purpose**

This policy will provide guidelines for the East Preston Islamic College Early Learning Centre (EPIC ELC) to plan and conduct safe and appropriate excursions and service events.

## **Policy Statement**

### **Values**

EPIC ELC is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- 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 excursions and service events
- promoting road safety education and safe active travel for children.

### **Scope**

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of EPIC ELC, including during offsite excursions and events.

### **Background**

Excursions and service events are planned to extend the educational program and further develop the current interests of children. The *Victorian Early Years Learning and Development Framework* (refer to *Sources*) states that "Participating in their communities strengthens children's sense of identity and wellbeing" (O'Brien, 2017, p. 11).



**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

**Sources**

- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia:*  
[www.education.gov.au](http://www.education.gov.au)

**The Approved Provider and Persons with Management and Control are Responsible for:**

- developing an *Excursions and Service Events Policy* in consultation with the Nominated Supervisor, staff and parents/guardians at the service
- ensuring that staff, 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 all parents/guardians have completed, signed and dated their child's enrolment form (refer to *Enrolment and Orientation Policy*) including details of persons able to authorise an e17 (i)-0.7 (s)-5.9 (e )-1-6.3 (ent)-[abl)-o nan m (e te17 (i)-0.7 (s)pf.7









- communicating the purpose and educational value of each excursion or service event to parents/guardians
- supporting all children to participate in excursions and 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*, *Diabetes Policy* and *Epilepsy Policy*)
- taking each child's personal medication and current medical management plan on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities
- keeping an accurate attendance record (refer to *Definitions*) of children attending excursions, and for children remaining at the service while an excursion is happening
- keeping an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- taking a mobile phone, a copy of the attendance record, emergency contact details for each child and the contact details of the child's medical practitioner on excursions for notification in the event of an incident, injury, trauma or illness
- taking sunscreen (if required) on excursions/service events
- discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity
- informing parents/guardians of items required by children for the excursion or service event  
e.g. snack/lunch, sunscreen, coat etc.

**Parents and Guardians are Responsible for:**

- reading and complying with the requirements of this *Excursions and Services Policy*

- 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 an excursion or service event including the *Code of Conduct Policy*, *Road Safety and Safe Transport Policy*, *Sun Protection Policy* and *Hygiene Policy*.

**Volunteers and Students, while they are 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 unless a lesser period is necessary because of a risk.

**Authorisation**

This policy was adopted by the EPIC ELC on 09/04/2019

**Review Date**

This Policy needs to be reviewed on the 26<sup>th</sup> of August 2022

**Attachments**

**Attachment 1**

**Developing an excursion/service event authorisation form**

The *Education and Care Services National Regulations 2011* (Regulation 102) specify that written authorisations for excursions, given by a parent/guardian or person authorised on the child's enrolment record, must include the following details:

- the child's name (208)16.55he.0.6 (w)5nblh.0.6853072.6)12270e016.6)16 (0280 T)1029. (s)-6 a)10.4

- confirmation that a risk assessment has been prepared and is available at the service.

The authorisation form should require parents/guardians to include contact details for two people and for the child's medical practitioner in the event that the child experiences an incident, injury, trauma or illness while on the excursion.

The form must be signed and dated by the parent/guardian or a person authorised on the child's enrolment form.

Services should also include information about:

- additional costs involved, if any, and
- whether parents/guardians/siblings are able to participate in the excursion and, if so, details of the supervision requirements for additional family members.