



Internal Procedure

Family Day Care Excursions and Transporting children

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Introduction

Purpose

Educators may provide transport for children, either as part of their service provision, or in conducting an excursion.

Regular and non-regular excursions provide an opportunity for children to discover and observe the world. Real life situations can extend and enhance the learning opportunities of young children. Educators are encouraged to provide a balance of experiences for children, both within the education and care residence or venue, and the wider community.

To minimise risk of accident and injury on excursions and while transporting children, educators need to carefully plan and organise the excursion and any transport arrangements, and implement preventative strategies to ensure they comply with policies and procedures at all times.

Educators must communicate with parents about planned activities, consider the purpose and the benefits for children and ensure children are adequately supervised at all times during excursions.

Scope

This procedure outlines requirements when a child is:

- Taken anywhere outside of the areas of the registered FDC Premises or venue that have been approved for Family Day Care
- Transported as part of an excursion
- Provided with transport by an Educator as part of their service, other than as part of an excursion

Procedures

Item	Responsibilities	Resources
Planning and Risk Assessment	<p>Educators will:</p> <ol style="list-style-type: none">1. Consider the purpose and value of the outing or excursion with regard to the children's level of physical and emotional development and care needs, and the suitability of the destination with regard to the safety of children attending2. Conduct and document a risk assessment of any proposed outing or excursion out of the areas of the premises approved for FDC, or transportation of a child<ul style="list-style-type: none">- identifying and assessing any risks that the excursion or transportation may pose to the safety, health or wellbeing of a child in accordance with Regulation 101, and- specifying how the identified risk will be managed3. Involve parents in planning outings, excursions and transportation of children4. Submit the written risk assessment for each outing, excursion or transportation to Lake Macquarie FDC no less than 5 working days before the proposed excursion or transportation5. Obtain written confirmation to conduct the excursion or transportation, before seeking authorisation to take the child	LMFDC Risk Assessment – transport and excursions

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	<p>out of the approved FDC premises or transport the child</p> <p>6. Conduct a written risk assessment for each regular outing or transportation at least once every 12 months, and also if circumstances of the outing change (Regulation</p> <p>Lake Macquarie FDC will:</p> <p>7. Assist Educators in developing outing, excursion and transport risk assessments if required</p> <p>8. Review the educators risk assessment of the proposed excursion venue in accordance with requirements of Regulation 101, and</p> <ul style="list-style-type: none"> - inform educators of the reasons if an excursion is not determined suitable and advise them not to proceed with the excursion, or - Provide written confirmation for an excursion to take place 	
Communication with parents	<p>Educators will:</p> <p>9. Discuss the regular outings they conduct, with parents</p> <ul style="list-style-type: none"> - before accepting enrolment of a child, and ensure the child's parents have provided their written consent - when providing daily information about the program, (including expected timeframe of the excursion, supervision, transport and telephone contact arrangements for the day) <p>10. Provide parents with a copy of Routine Outing and Transportation form:</p> <ul style="list-style-type: none"> - at the enrolment interview with the parent - on each occasion when the routine outings change - display a copy of the Routine Outing form in an area of their residence or venue, visible to parents on arrival and departure from care - inform parents of their right to withdraw their consent for their child attending a routine outing at anytime <p>11. Make a copy of all risk assessments available to parents</p> <p>12. Inform parents of any additional costs, equipment or clothing needed for any outings, excursions or transport</p>	Routine Outings and Transportation (consent) form
Authorisation	<p>Educators will:</p> <p>13. Allow the parent sufficient time to consider excursion information carefully to enable informed consent</p> <p>14. Provide and complete all details required for authorisation required by Regulation 102,</p> <p>15. Obtain written authorisation from a parent of each child, or a person authorised to give this consent, before taking children on any outing, excursion, or transporting a child (<i>Regulation 102</i>)</p> <p>16. Obtain written authorisation for a child to participate in regular</p>	<p>Parent Consent for Non-Routine excursion and/or Transportation - form</p> <p>Parent Consent for Regular Outings and/or Transportation - form</p>

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	<p>outings and transportation at least once every 12 months, and also if circumstances of the excursion or transportation change <i>(Regulation 102)</i></p> <p>17. Provide Lake Macquarie FDC with signed permission for children to participate in any regular outing, excursion or transportation, prior to undertaking <i>(Regulation 102)</i></p> <p>18. Not charge a parent for the usual session of care if the parent does not consent to a non-routine excursion, as the educator is not available for regular booked care</p> <p>Lake Macquarie FDC will:</p> <p>19. Try to assist in placing a child in alternate care if the parent does not wish their child to participate in a non-routine excursion</p>	
<p>Conduct of excursions</p>	<p>Educators will:</p> <p>20. Include easily understood rules for behaviour and safety on excursions in their educational program, appropriate to the ages and abilities of children, before undertaking outings, excursion or transportation, such as</p> <ul style="list-style-type: none"> - appropriate behaviour around unfamiliar animals they may meet in parks and public places, - road and pedestrian safety (eg, teaching children to stop, look, listen and think when around roads and traffic, wearing appropriate restraints, safe entering and exiting vehicles) - staying close to the educator, stranger danger etc <p>21. Take a suitably equipped and well stocked first aid kit on all excursions, considering the ages and abilities of children attending, and the possible risks that may exist or injuries that may occur <i>(Regulation 89)</i></p> <p>22. Ensure an operating phone or other means of communication, and parent contact details, is readily accessible, to enable immediate communication to and from parents and emergency services <i>(Regulation 98)</i></p> <p>23. be prepared for managing any specific child needs</p> <p>24. conduct all outings, excursions and transport in a safe manner and take all reasonable precautions to protect children from harm and any hazard likely to cause injury, complying with all regulatory requirements, policies and procedures</p> <p>25. Supervise children actively and adequately at all times <i>(Law 165)</i></p> <p>26. Not leave a child unattended at any time</p> <p>27. Not leave a child alone with any volunteer or person assisting with the excursion <i>(Regulation 166, Law 164A)</i></p> <p>28. Transport children safely and in accordance with any applicable laws</p> <p>29. If using a private vehicle to transport children:</p>	<p>Kids and Traffic Early Childhood Road Safety Education Program information and resources</p> <p>Kids and Traffic Safe Transport Toolkit</p> <p>Requirements for</p>

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	<ul style="list-style-type: none"> - ensure the vehicle is fitted with sufficient and adequate child restraints and that children are appropriately restrained - have all restraints checked by an authorized fitting station at least once every 12 months, and provide certification to Lake Macquarie FDC - provide a copy of their current driver's licence - supply evidence of the vehicle's registration annually <p>30. The educator shall not conduct an excursion to any destinations where there is a water hazard unless a risk assessment has been conducted prior to the excursion, and the minimum adult to child ratio of persons participating in the excursion is:</p> <ul style="list-style-type: none"> (a) one adult for each child who is under 3 years of age, and (b) one adult for each 2 children who are 3 or more years of age but who do not normally attend school, and (c) one adult for each 5 children who normally attend school <p>31. The educator must not take children on any excursion to swim at a beach, pool, river, lake, dam or other body of water unless for the specific purpose of learning water safety or learning to swim (with a qualified swim instructor) and the adult to child ratio is one adult for each child.</p> <p>32. Be prepared to cancel outings, excursions or transport if the educator cannot reasonably ensure regulatory or policy requirements can be met, risk assessment management strategies can be implemented, or the safety of children may be compromised</p>	child car seats Authorised Restraint Fitting Stations
Record-keeping and Attendance record	<p>Educator will:</p> <p>33. Ensure a parent or authorised person is able to sign the child in to care or out of care at the time the Educator adopts or hands-over care, if the child arrives or departs from the Educator care responsibility outside of the FDC approved premises</p> <p>Lake Macquarie FDC will:</p> <p>34. Maintain a register of excursions proposed and conducted by Educators including copies of risk assessments and parental authorisations/consents</p>	

Controlled Document Information

Authorisation Details

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Related Document Information, Standards & References

Related Legislation:	The National Quality Framework Children (Education and Care Services) National Law Education and Care Services National Regulations Work Health & Safety Act 2011 NSW Road Transport Acts	Establish requirements for undertaking excursions safely including risk assessments, authorisations, and conduct of excursions.
Related Policies:	FDC Child Safety Procedure	
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Risk Assessment – Excursions and Transportation Form - Parent Consent for Regular Outing and/or Transportation Form – Parent consent for Non-Routine Excursion and/or Transportation	
Standards, COP's & Other References	Australian Standard: AS/NZ 1754:2013 Child Restraint systems for use in motor vehicles Staying Healthy 5 th Edition NHMRC Kidsafe Family Day Care Safety Guidelines 7 th Edition 2020	

Definitions

Term / Abbreviation	Definition
Nominated Supervisor	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations,
Excursion	an outing or activity carried out for administrative, recreational, or educational purpose under the supervision of one or more educators at a place other than the usual education and care residence or venue
Educator	(a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator) ; and (b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator

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	(c) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as an educator assistant to educate, mind or care for children in the residence or venue of a primary educator for no more than 4 hours
Parent	the parent of a child registered for care with Lake Macquarie Family Day Care and includes (a) guardian of the child, and/or (b) a person who has the custody of the child.
Residence or venue	the residence or venue registered with Lake Macquarie Family Day Care at which the educator resides and the areas of this residence or venue that are approved to provide an education and care service
Regular outing	a walk, drive or trip to and from a destination a) that the service (Educator) visits regularly as part of its' educational program (eg, daily, weekly or monthly); and b) where the circumstances relevant to the risk assessment are significantly the same on each outing
Regular transportation	the transportation by the service or arranged by the service (Educator) (other than as part of an excursion) of a child being educated and cared for by the service (Educator), where circumstances relevant to the risk assessment are substantially the same on each occasion on which the child is transported
Regulatory requirement	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
Significant Water Hazard	Any body of water of more than 5cm deep (including ponds, pools, swimming pools, lakes, beaches, oceans, rivers, creeks, dams or other areas of water collection or pooling).
The National Quality Framework	Includes: <ul style="list-style-type: none"> a National Legislative Framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 a National Quality Standard an assessment and rating system a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard. The Australian Children's Education and Care Quality Authority (ACECQA)
Work Health and Safety	Includes: <p>Work Health and Safety Act 2011 No 10</p> <p>Work Health & Safety Regulations</p> <p>LMCC OHS Management System Information</p>

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Family Day Care staff educators and stakeholders
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Version History

Version No	Date Changed	Modified By	Details and Comments
2	13/03/2006	J. Wade	Updated reference to Children's Services Regulations 2004, included reference to relief educator in definitions, updated attachments

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3	20/10/2008	J. Wade	Excursions to locations with significant water hazard and/or unfenced playgrounds adjacent to busy roads are not permitted. Restrictions to excursions to playgrounds located within designated retail premises. Include definition of routine excursion and significant water hazard.
4	23/11/2010	J. Morgan	Add requirement for educators to provide risk assessment and parental consent for excursions to FDC office a minimum of 5 days before the proposed non-routine excursion. Add reference to routine and non-routine excursion register to be maintained by FDC office
6	7/12/2011	S. Vickers	Update reference Children's Services Regulation 2004 & NCAC to The National Quality Framework, OH&S to Work Health & Safety, home to residence or venue, childcare to education and care, update definition of Authorised Supervisor
7	05/01/2014	J Morgan	Update reference. Update adult to child ratio's for any excursion where a water hazard is present consistent with regulatory requirements
8	18/08/2014	J Morgan	Updated reference to legislation
9	09/08/2017	J Morgan	Removal of specific reference to retail centre children's play areas
10	21/9/2020	K Hartmann	Rename procedure to include transporting children Update definitions, and requirements for risk assessments and authorisations, to reflect changes to Regulation Reformat to clearly identify responsibilities.