

# Family Day Care

## Routine Outings, Excursions and Transportation of Children Policy

**Section:** 1 Educational Program and Practice

**Policy ID Number:** 1.2

**Link to National Quality Standard:** 2.1

**Link to Education and Care Services National Legislation:** r99; r100; r101; r102; r102A; 102B; 102C; 102D.

### 1 Policy Statement

---

Excursions, routine outings and/or transportation of children are an integral part of the program provided for children. When undertaking excursions, routine outings and/or transportation Coordination Unit staff or Educators will ensure that they have completed all required documentation, including a risk assessment and written authorisation for each child participating.

When taking children out of the care environment Educators will ensure children are fully supervised at all times.

### 2 Rationale

---

Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

To ensure families are kept informed of all excursions, routine outings and/or transportation of children.

To implement risk minimisation strategies, reducing the risk of harm or hazard to children and Educators.

To ensure children are fully supervised at all times.

To ensure Educators comply with child restraint and road rules during the transport of children.

To support children to develop skills, behaviours and attitudes that assist them to be safer as pedestrians and/or passengers in their community involvement.

### 3 Procedures

---

#### 3.1 General

- Routine outings and excursions can be participated in by walking, transport in a vehicle or public transport. At times this could be with the support of a Coordination Unit vehicle and staff or transport arranged by the Coordination Unit.
- Educators are required to have a working mobile phone with contacts details of the Coordination Unit and parents/guardians and authorised nominees of the children during routine outings, excursions and/or transportation of children.
- Educators are required to have copies of Medical Action Plans, and any medication required for any child, with them during a routine outing, excursion and/or when transporting children.
- Educators will advise the Coordination Unit of any incidents, injuries, illnesses or traumas which occur during any routine outing, excursion and/or transportation of children.
- Educators will protect the children from any dangers that they become aware of during the routine outing, excursion and/or transporting of children and will remove the children from dangers as quickly and safely as possible.
- Educators will provide families with the detail of all routine outings and regular transporting of children when meeting with them for the first time, or as changes occur to the program.

- Educators will notify families in advance of any excursions, ensuring appropriate authorisations are in place prior to the excursion.

### 3.2 Authority and Risk Assessments

- Prior to undertaking any excursion or routine outing Educators must complete a risk assessment and obtain written authorisation. A copy of the risk assessment and authorisation form must be provided to the Coordination Unit for approval a minimum of two business days before the event, longer if possible. Until written approval has been provided an excursion or routine outing can't be undertaken.
- The Risk Assessment requires the Educator to have knowledge and understanding of the venue and its safety aspects before attendance with the children. This following should be included in the risk assessment:
  - information about hazards, public toilets, shade, parking areas and water access. Meeting the individual and collective needs of the children, including suitability of the physical space for the ages and capabilities of the children;
  - Meeting physical and hygiene requirements;
  - Any children with medical action plans and how this will be managed; and
  - Provision of food and drinks for children.
- In relation to routine outings risk assessments are to be completed at least annually or whenever information on the assessment needs to be updated. The Educator is required to note any changes, temporary and on-going as they occur and advise the Coordination Unit of these updates.
- If the outing is near water or any other significant hazard, then the following child ratio limits must be adhered to:
  - One adult for each child under the age of three years; and
  - One adult for each two children over three years.

Educators will not take children to any routine outings or excursions that are swimming activities.

### 3.3 Transportation of children

- When transporting children in a vehicle Educators and Coordination Unit Staff will follow all Victorian road rules including use of mobile phones while driving.
- Prior to transporting children in a vehicle Educators must complete a risk assessment and obtain written authorisation. A copy of the risk assessment and authorisation form must be provided to the Coordination Unit for approval at least two business days before the event. Until written approval has been provided transportation of children can't be undertaken.
- Educators and staff transporting children will hold a full licence. Probationary, learner and unlicensed drivers are not permitted to transport children.
- Prior to transporting children in their vehicle, Educators must have the vehicle and restraints checked by an authorised restraint fitter and provide the certificate of completion for this process to the Coordination Unit.
- Educators will advise the Coordination Unit of any change to a vehicle and obtain the required car restraint fitting approval before transporting children in that vehicle.
- Any vehicle used for transporting children must be registered and maintained in a roadworthy condition. A roadworthy can be requested by the Coordination Unit if necessary.
- When completing the car restraint check, the Educator is required to:
  - be present during the restraint fitting check;
  - ensure that the restraints to be used and checked are fitted into the vehicle at the time of the check; and

- ensure that maximum number of anchor points are installed at the initial appointment.
- Educators will renew the car restraint check at least annually or more frequently if there is a change to the vehicle.
- The Educator must have the vehicle and restraints checked immediately if involved in an accident, if the vehicle fittings are altered or the vehicle is modified in any way.
- If there are any changes to an existing vehicle for example increasing the number of anchor points, these must be completed professionally within current legislation, and documentation provided to the Coordination Unit on completion and prior to using the vehicle again.
- The Educator must ensure children are transported in Australian Standard AS1754 approved restraints appropriate to their age and weight.
- There will only be one child in each restraint at any one time.
- Where an Educator owns a vehicle that has a cargo area e.g. Tarago van, they must seek advice from the Restraint Fitter as to how to secure cargo appropriately, while ensuring that anything relating to the restraint, such as extension straps, are not affected.
- When transporting children Educators will never leave them unattended or attended by someone else in a vehicle at any time. This includes when dropping children to school and/or kindergarten.
- When parking for children to disembark from the vehicle, Educators will always choose the safest parking option available.
- In an emergency, children may be transported in a Council vehicle by a staff member or in transport arranged by the Educator or Coordination Unit staff. Council vehicles are checked annually. Authorisation will be sought; however, the safety of children will be a priority and transportation may occur if needed without permission.

#### 4 References

---

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- [Guide to the National Quality Framework](#)
- [Department of Education and Training](#)
- Educator Agreement
- VicRoads
- Australian Child restraint Resource Initiative

## 5 Definitions

Term	Definition
<b>Routine Outing</b>	<p>A regular outing means a walk, drive or trip to and from a destination</p> <ul style="list-style-type: none"> <li>that the service visits regularly as part of its educational program; and</li> <li>where the circumstances relevant to the risk assessment are substantially the same on each outing.</li> </ul>
<b>Excursion</b>	<p>An outing organised by an education and care service or family day care educator.</p> <p>This is an activity or experience for the children which does not occur on a regular basis but is part of a learning program and occurs outside the Educator's home-based care environment.</p>
<b>Supervision</b>	<p>An educator must be able to respond immediately, particularly when a child is distressed or in a hazardous situation</p>

### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
November 2020	2.0	All	Updated from old Policy to new format and current information.
September 2021	3.0	1, 3.1, 3.3	Updated to meet the change of legislation
December 2022	Next Review Date		

**This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.**