

# EXCURSIONS AND SERVICE EVENTS POLICY

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Mandatory – Quality Area 2

## PURPOSE

This policy will provide guidelines for Dawson Street Children's Co-operative (DSCC) to plan and conduct safe and appropriate excursions and service events.

## POLICY STATEMENT

### 1. VALUES

DSCC 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.

### 2. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, Persons in Day to day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of DSCC, including during offsite excursions and events.

### 3. BACKGROUND AND LEGISLATION

#### 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" (Outcome 2: Children are connected with and contribute to their world). The purpose and educational value of each excursion or service event should be clearly communicated to parents/guardians.

When planning excursions and service events, it is important to ensure that they are inclusive of all members of the service community. Consideration must be given to any extra costs involved and the ability of families to pay these costs. Consideration must also be given to ensuring that all children can attend 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*). Clear procedures must be developed and followed, and these should be communicated to parents/guardians.

A risk assessment must be carried out for each excursion to determine any risks to children's health, safety or wellbeing before permission is sought from parents/guardians (Regulations 100, 101). The risk assessment must identify each risk and specify how the risk will be managed and/or minimised (Regulation 101). Written authorisation for the child to attend the excursion must be obtained from a parent/guardian or person named in the child's enrolment record before the child can be taken outside the service premises. For details regarding information to be included in the written authorisation, refer to Attachment 1.

Active travel excursions near the service have a range of benefits including:

- children and staff being physically active
- providing the opportunity to practice road safety
- engaging with the community.

Early childhood road safety education aims to reduce the risk of serious injury and death from road trauma. It also aims to lay the foundations for children to become safe and independent road and

transport users in the future. Road safety education is an important part of a holistic approach to keeping children safe around traffic and in the road environment. Effective traffic skills are best learnt if they occur in a real environment i.e. using crossings and traffic lights.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard*, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Adequate supervision:** (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

**Attendance Record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**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 service premises.

Under the National Regulations, the definition of 'excursion' does not include an outing organised by services operating from a school site, where the child/ren leave the service premises with an educator/staff member, but do not leave the school site'.

**Risk assessment:** (In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (Regulation 101). Risk assessments must consider:

- the proposed route and location of the excursion
- any water hazards (refer to *Water Safety Policy*)
- any risks associated with water-based activities (refer to *Water Safety Policy*)
- transport to and from the proposed location of the excursion (refer to *Occupational Health and Safety Policy*)
- the number of adults and children participating in the excursion
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions

- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

A sample Excursion Risk Management Plan is provided on the ACECQA website at: [www.acecqa.gov.au](http://www.acecqa.gov.au) (search *Sample forms and templates*)

**Regular outing:** (In relation to education and care services) means an excursion (refer to *Definitions*) such as a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

**Service event:** A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an excursion.

**Supervision:** refer to **adequate supervision** in *Definitions* above.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia:* <https://docs.education.gov.au/documents/belonging-being-becoming-early-years-learning-framework-australia>
- *Guide to the National Quality Standard*, ACECQA: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- ELAA's Road Safety Education program [www.childroadsafety.org.au](http://www.childroadsafety.org.au)
- *Victorian Early Years Learning and Development Framework:* [www.education.vic.gov.au](http://www.education.vic.gov.au)
- VicRoads: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)
- Child Health Promotion Research Centre & Edith Cowan University (2012) *National Practices for Early Childhood Road Safety Education:* <https://childroadsafety.org.au/assets/Research/National-Practices-for-EC-RSE.pdf>

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Code of Conduct Policy*
- *Curriculum Development Policy*
- *Dealing with Medical Conditions Policy*
- *Delivery and Collection of Children Policy*
- *Diabetes Policy*
- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*
- *Epilepsy Policy*
- *Fees Policy*
- *Food Safety Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*

- *Participation of Volunteers and Students Policy*
- *Privacy policy*
- *Road Safety and Safe Transport Policy*
- *Sun Protection Policy*
- *Supervision of Children Policy*
- *Water Safety Policy*

## PROCEDURES

**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 educator to take their child outside the service premises (Regulation 160, 161)
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings (refer to *Definitions*), and that this authorisation is kept in the child's enrolment record (Regulation 161) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- ensuring that children are adequately supervised (refer to *Definitions*) at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123)
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101
- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy*, *Water Safety Policy* and *Road Safety and Safe Transport Policy*)
- ensuring that staff comply with the service's *Road Safety and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*
- ensuring that excursions and service events are based on the educational program and meet the needs and interests of children and families at the service (refer to *Curriculum Development Policy*)
- ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (refer to *Fees Policy*)
- ensuring that proposed excursions/service events are inclusive of all children 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*)

- ensuring strategies are in place to provide an accurate attendance record (refer to *Definitions*) for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities
- providing portable first aid kits that contain the required medication for dealing with medical conditions
- providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (Regulation 98)
- ensuring emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.

**The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:**

- developing an *Excursions and Service Events Policy* in consultation with the Approved Provider, staff and parents/guardians at the service
- ensuring educators, staff, parents/guardians, 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 a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that children are adequately supervised (refer to *Definitions*) at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123)
- ensuring only educators who are working directly with children are included in educator-to-child ratios
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101
- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy, Water Safety Policy and Road Safety and Safe Transport Policy*)
- ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*
- providing road safety education as part of the curriculum
- where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness
- ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child (refer to *Curriculum Development Policy*)
- ensuring the purpose and educational value of each excursion or service event is communicated to parents/guardians
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included



as an expenditure item in the service's budget and, as a result, will not incur additional charges (refer to *Fees Policy*)

- ensuring that proposed excursions/service events are inclusive of all children 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*)
- ensuring an accurate attendance record (refer to *Definitions*) is kept for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other offsite activities
- ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness
- ensuring sunscreen (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade
- displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service.

**All Staff are responsible for:**

- contributing to the development of an *Excursions and Service Events Policy* reading and complying with the requirements of the *Excursions and Service Events Policy*
- providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form
- checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion
- allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record
- maintaining the required educator-to-child ratios at all times, and adequately supervising (refer to *Definitions*) children during excursions and service events
- adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- undertaking a risk assessment (refer to *Definitions*) for an excursion or service event prior to obtaining written authorisation from parents/guardians
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by Regulation 101
- implementing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy*, *Water Safety Policy* and *Road Safety and Safe Transport Policy*)
- complying with the service's *Road Safety and Safe Transport Policy*
- developing excursions and service events based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child (refer to *Curriculum Development Policy*)
- providing road safety education as part of the curriculum
- taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness
- 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/guardians are responsible for:**

- reading and complying with the requirements of this *Excursions and Service Events Policy*
- completing and signing the authorised nominee section (refer to *Definitions*) of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the service
- completing, signing and dating excursion/service event authorisation forms
- providing written authorisation for their child to leave the service premises on regular outings (see *Definitions*)
- reading the details of the excursion or service event provided by the service and asking for additional information if required
- providing items required by their child for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.
- understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an educator or the Approved Provider at all times
- if participating in an excursion or service event, informing an educator immediately if a child appears to be missing from the group
- 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*.
- Routine Outing, Tree Kinder and Art Program is an essential part of the DSCC educational program. If a child is not well enough to attend, and there is no availability of educators to care for them at the Centre, they will be deemed unable to cope with group care in accordance with the *Illness, Infectious Disease and Emergency Care Policy*, and need to remain at home.

**Volunteers and students, while 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.

## ATTACHMENTS

- Attachment 1: Excursion/service event authorisation form
- Attachment 2: Excursion Volunteer form
- Attachment 3: Parent Consent Form for Routine Excursions
- Attachment 4: Parent Consent Form for Tree Kinder (4 Year old kindergarten program)
- Attachment 5: Parent Consent Form for Art Program (3 year old kindergarten program)

## AUTHORISATION

This policy was adopted by the Approved Provider of DSCC on .

**REVIEW DATE:** //

Date Reviewed	Details of Changes (if any)	Date of Next Review
May 2021	Updates on current legislation as per ELAA template. Update Attachments.	May 2025
August 2019	Codify minimum ratios and to clarify that children who are unable to cope with a Routine Excursion will be deemed unable to cope with group care.	August 2021
November 2017	Minor updates	November 2019
February 2015	Added Parent Consent form to Routine Excursions. Reviewed Risk Management Plan.	November 2017



## ATTACHMENT 1

### EXCURSION PERMISSION FORM

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I give permission for \_\_\_\_\_ to attend a visit to (INSERT DESTINATION) on (INSERT DATE). We will leave at (INSERT TIME) and return at approx (INSERT TIME). We will have \_\_\_(insert Number) Children, \_\_\_(insert Number) adults and \_\_\_(insert Number) adult volunteer.

Name (Parent/Guardian): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

(Top Section to remain at the Centre)



### EXCURSION PERMISSION FORM

---

I give permission for \_\_\_\_\_ to attend a visit to (INSERT DESTINATION) on (INSERT DATE).

Parent/Guardian #1: \_\_\_\_\_

contact phone number for the day: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Parent/Guardian #2: \_\_\_\_\_

contact phone number for the day: \_\_\_\_\_

Doctor details: \_\_\_\_\_

Doctor/Medical Service Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

### TRAVEL PERMISSION FORM

*Please fill out and sign one section that is appropriate to your decision.*

I \_\_\_\_\_ give permission for my child \_\_\_\_\_ to travel to (INSERT DESTINATION) on (INSERT DATE) by (INSERT TRANSPORTATION TYPE).

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**We have completed a risk assessment for this excursion. Please see the office for a copy.**

## ATTACHMENT 2

### EXCURSION VOLUNTEER FORM

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Dear Parent/Volunteer

Thankyou for offering to help with the on

During the excursion you will:

1. Remain under the immediate supervision of a qualified staff member or proprietor at all times.
2. Staff will provide you with information prior to the event about the educational objectives and your responsibilities in regard to the children participating in the excursion. You will be provided written details of information relevant for the excursion (for example, phone number if you become removed from the group, names of staff members, time table for the days events).
3. All parents/ volunteers are expected to comply with the requirements of centre policies such as *No Smoking*, *Sunsmart* and *Code of Conduct* during the excursion. If you have not seen these policies they can be viewed on the noticeboard in the main entrance or copies can be made available for you.
4. You will be asked to provide emergency details for yourself prior to the excursion and permission for the staff in charge to seek emergency medical treatment and or an ambulance service on your behalf if required.

I, \_\_\_\_\_ understand and accept the responsibilities and conditions as noted above, and agree to volunteer for the above event/excursion.

I understand that I will be under the immediate supervision of staff members in charge of the excursion and authorise the staff member in charge to seek emergency medical treatment or ambulance transport on my behalf if required.

My contact person to be notified in case of any emergency is:

**Name:**

**Relationship:**

**Contact phone number on this day:**

**Signed:**

**Print name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*The Management Committee, staff and children of Dawson Street Child Care Co-operative*

*Thank you for assisting with our excursion.*

## ATTACHMENT 3

# Parent Consent for Routine Excursions 2021



As part of the educational program we would like to be able to take the children in small groups and/or as a whole on routine excursions to places near the centre.

Routine excursions are those which occur regularly and are to somewhere within walking distance of the Centre to see, or do something of interest which is relevant or related to our program. The location of these places are:

- Saxon St Community garden
- Temple park
- Brunswick library
- Hot potato
- Woolworths
- Brunswick Secondary College
- Brunswick RMIT
- Brunswick Park
- Bunnings
- Barkley Square
- Brunswick south-west primary school
- Lamana Grocer
- Counihan Gallery and council office
- Brunswick and Jewel station
- Savers
- Brunswick bound book store
- Pet Barn
- Post box on Dawson St
- Post office

*Education and Care Services National Regulations 2011, regulation 102, Authorisation for excursions, states that children can be taken on routine excursions if written consent for routine excursions has been obtained within the previous 12 months.*

**By signing this form, you are providing your consent for your child to go on routine excursions outside the Dawson Street Children's Co-operative from January 2021 until December 2021.**

When we are on a routine outing parents will be notified via Storypark and a notice will be displayed on the front door stating:

- That the children are on a routine outing
- The names of everyone on the excursion or whole groups
- The location of the outing
- Departure time and the time the children are expected to return.

Please communicate with room educators when your child is dropped off if you feel your child is not well enough for a routine excursion on that day.

It is anticipated that routine outings will take place during the room program hours of (9-4pm Monday to Friday). For specific times please see attached plan.

**Gumnut room maximum 14 children with 1:4 educator ratio**

**Wattle room maximum 19 children with 1:4 educator ratio**

**Malee / Lilly Pilly room maximum 22 children with 1:11 educator ratio**

These are the minimum ratios. We will always have a minimum of two educators go out with each group.

### **Educational purpose of the program:**

- Provide opportunities to be involved with the local environment and community.
- Provide opportunities to see and do things that the children are interested in and are relevant to our program.
- Provide opportunities for finding out about the natural and built environment around us.
- Provide experiences which cannot be readily found within the Centre.

### **Cost:**

There will be no additional cost for routine excursions.

**Distance from the Centre:**

All routine excursions will be in the local vicinity of Dawson Street Children’s Co-operative. Children will walk to and from excursion.

**Activities within routine outings may present the potential for children to sustain physical injury. The following procedures will be implemented- along with other strategies- to manage the potential risks in the program.**

- Risk Management performed.
- First Aid and Children’s individual medication bags (if required) to be taken on outing.
- Parent contact list to be taken on outing.
- Sufficient staff to child ratios.

**A risk and safety management plan for each destination has been developed by staff and approved by Dawson Street Children’s Co-operative Board of Committee and is available for parents to review via website or in the policy folder in the foyer.**

**CONSENT TO ROUTINE EXCURSIONS AND MEDICAL ATTENTION**

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher -in-charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- Administer such first aid as the teacher-in-charge may judge to be reasonably necessary.

**Please provide up to date contact information below to ensure that you can be promptly contacted if necessary.**

I give permission for \_\_\_\_\_ to attend routine excursions outside the Dawson Street Children’s Co-operative from January 2021 until December 2021.

Parent/Guardian #1: \_\_\_\_\_

Contact phone number \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Parent/Guardian #2: \_\_\_\_\_

Contact phone number for the day: \_\_\_\_\_

Doctor details: \_\_\_\_\_

Doctor/Medical Service Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

## Attachment 4

# Dawson Street Child Care Co-operative Parent Consent 2021 Kindergarten funded Tree Kinder program



As part of the 4 year old Kindergarten funded program we run a Tree Kinder program once a week within the school term at Brunswick Park. Parents will be notified well in advance on the allocated term day where Tree Kinder program runs. Days will be rotated throughout the year to ensure that all Kinder Funded children are able to attend Tree Kinder at DSCC.

Our Tree Kinder sessions will promote and encourage a closer connection with nature, develop a greater sense of community amongst our kinder groups, develop a greater appreciation of our environment and nurture creative and resilient children.

*Education and Care Services National Regulations 2011, regulation 102, Authorisation for excursions, states that children can be taken on routine excursions if written consent for routine excursions has been obtained within the previous 12 months.*

Please note that Tree Kinder is an essential part of the DSCC funded Kindergarten program. If your child is not well enough to attend Tree Kinder, and there is no availability of educators to care for them at the Centre, they will be deemed unable to cope with group care in accordance with the Illness, Infectious Disease and Emergency Care Policy, and need to remain at home.

**Activities within routine outings may present the potential for children to sustain physical injury. The following procedures will be implemented - along with other strategies - to manage the potential risks in the program.**

- Risk Management undertaken.
- First Aid, Asthma Kit and Anaphylaxis Kit to be taken on all Tree Kinder sessions.
- Parent contact list to be taken on all Tree Kinder sessions.
- Regulation staff to child ratios will be adhered to.

**A risk and safety management plan for this program has been developed by staff and approved by Dawson Street Child Care Co-operative Committee of Management and is available for parents to view on request.**

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### CONSENT TO MEDICAL ATTENTION & PARTICIPATION TO TREE KINDER

I give permission for \_\_\_\_\_ to attend Tree Kinder program in 2021.

Where the teacher in charge of Tree Kinder is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher -in-charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- Administer such first aid as the teacher-in-charge may judge to be reasonably necessary.

**Please provide up to date contact information below to ensure that you can be promptly contacted if necessary.**

Parent/Guardian #1:

Parent/Guardian #2:

\_\_\_\_\_

\_\_\_\_\_

Contact phone number

Contact phone number:

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Doctor details: \_\_\_\_\_

Phone number: \_\_\_\_\_

Doctor/Medical Service Name: \_\_\_\_\_

## Attachment 5

### Dawson Street Child Care Co-operative Parent Consent 2021 Art Program



As part of the 3 year old Kindergarten program we run our Art Program once a week within the school term in the Brunswick community (Gilpin Park, Saxon Street Community Gardens, Black Dot Gallery, Temple Park, Brunswick Town Hall Art Gallery). Parents will be notified well in advance on the allocated term day that the art program runs. Days will be rotated throughout the year to ensure that all Mallee Children are able to attend the art program at DSCC.

These art sessions will engage children in creative art experiences that will encourage self-expression. The program will be an open ended and immersive experience which follows children's strengths and embeds creativity and art holistically. Much of the program will be run outside in the community to incorporate nature, the community and Indigenous perspectives. We will acknowledge that we are on country and that First Nations People have been creating, making art and educating children on this land for thousands of years. We will engage with different media such as drawing, painting, working with clay, sculptures, recycled materials, nature, music, dance and movement and drama.

Our art sessions will promote and encourage a closer connection with nature, develop a greater sense of community amongst the Mallee children, develop a greater appreciation of our environment and nurture creative and resilient children.

*Education and Care Services National Regulations 2011, regulation 102, Authorisation for excursions, states that children can be taken on routine excursions if written consent for routine excursions has been obtained within the previous 12 months.*

Please note that the Art Program is an essential part of the DSCC Three Year Old Kindergarten program. If your child is not well enough to attend the session, and there is no availability of educators to care for them at the Centre, they will be deemed unable to cope with group care in accordance with the Illness, Infectious Disease and Emergency Care Policy, and need to remain at home.

**Activities within routine outings may present the potential for children to sustain physical injury. The following procedures will be implemented - along with other strategies - to manage the potential risks in the program.**

- Risk Management undertaken.
- First Aid, Asthma Kit, Anaphylaxis Kit and Parent contact list to be taken on all Art Program sessions.
- Regulation staff to child ratios will be adhered to.

**A risk and safety management plan for this program has been developed by staff and approved by Dawson Street Child Care Co-operative Committee of Management and is available for parents to view on request.**

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#### CONSENT TO MEDICAL ATTENTION & PARTICIPATION TO TREE KINDER

I give permission for \_\_\_\_\_ to attend the Art Program in 2021.

Where the teacher in charge of the Art Program is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher -in-charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- Administer such first aid as the teacher-in-charge may judge to be reasonably necessary.

**Please provide up to date contact information below to ensure that you can be promptly contacted if necessary.**

Parent/Guardian #1: \_\_\_\_\_

Parent/Guardian #2: \_\_\_\_\_

Contact phone number \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Doctor details: \_\_\_\_\_ Phone number: \_\_\_\_\_ Doctor/Medical Service Name: \_\_\_\_\_