

Policy Name	Outings and Excursions Policy
Publication Date:	10/05/2022
Classification	Service Area
Categorisation	Community Well-Being
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Review Date:	10/05/2024
Policy Custodian:	Director of Organisational Growth
Responsible Officer:	Community Support Business Manager
Version (Revision Number):	1.0

1. PURPOSE

The purpose of this policy is to ensure the safe provision of outings and excursions for children who are enrolled in WARC Child Care Services and other Community Wellbeing Programs.

2. SCOPE

This policy applies to WARC employees, temporary staff, contractors, sub-contractors, trainees and volunteers who are engaged in the provision of outings and excursions for children enrolled in WARC Child Care Services.

3. DEFINITIONS

- Child** means any person under the age of 18 years.
- Child Care Services** means WARC Child Care Services that are registered with the Department of Education and Training.
- Excursion** means any trip that is not regular such as a trip to a local area of interest for a special occasion or learning opportunity.
- Outings** means regular routine events such as weekly trips to the library.
- Transporting** means transferring or conveying individuals from one location to another within a WARC owned or operated vehicle.
- WARC Vehicles** means a vehicle owned or operated by WARC.

4. POLICY STATEMENT

Excursions and outings provide valuable experiences for children, families and educators. They provide opportunities to expand and enhance children's life experiences, explore different environments and engage in meaningful ways with their communities.

WARC is committed to providing excursions and outings that are well considered and planned to provide meaningful experiences while also ensuring the health, safety and wellbeing of children at all times. These plans will be undertaken whether excursions or outings require vehicular transport or are walking excursions.

When children are to be transported to an outing or excursion in a WARC vehicle, the Transporting Members of the Public (including Children) Policy will be adhered to. In every case an excursion or outing is being planned the Transporting Children (Excursions, Outings and Regular Trips) Procedure will be followed.

All excursions and outings will have a risk assessment undertaken prior to approval. All excursions and outings are to be approved by the Childcare Centre Manager or their delegate before being undertaken.

5. Responsibilities

The Director of Organisational Growth is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy every 2 years (or more frequently as may be required), and for monitoring continuing relevance, effectiveness, impact on Council's activities, and consistency with related documents and the law.

Following approval of this policy document, the Director of Organisational Growth is also responsible for ensuring that the implementation and communication plan is implemented and that all staff at Council have access to the policy.

6. Related Documents

Legislation

Policy Documents

Transporting Members of the Public (including children)

[Motor Vehicle Use \(Employees\) Policy](#)

Frameworks

[Australian Children's Education & Care Quality Authority \(ACECQA\) National Quality Standards](#)

[Education and Care Services National Regulations \(2011 S1 653\)](#)

Procedures

Transporting Children (Excursions, Outings and Regular Trips)

Instructions, Tools, Guidelines, Forms and Templates