

Excursions

POLICY

POLICY STATEMENT

Our organisation started implementing excursions for the four-year-old kinder group since 2024 including 'walk to the mailbox' and 'weekly bush kinder program'. By supporting children's holistic growth and facilitating children's development in a responsive and inspiring way, we are committed to ensuring safe excursions and routine outings for children. We will ensure that all staff are trained, with regular professional development, to embed policies and procedures relating to safe excursions.

BACKGROUND

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place for managing excursions.

LEGISLATION

- National Law Act – 165
- National Regulations – 89, 90, 99–102, 122, 123, 136, 168, 170–172
- National Quality Standard – 1, 2, 3.2.1, 4.1, 5, 6, 7.1.2

RELEVANT POLICIES

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| • Acceptance and Refusal of Authorisations | • Interactions with Children |
| • Administration of First Aid | • Nutrition, Food, Beverages and Dietary Requirements |
| • Anaphylaxis Management | • Providing a Child-Safe Environment |
| • Dealing with Medical Conditions | • Safe Arrival of Children |
| • Emergency and Evacuation | • Safe Transportation of Children |
| • Enrolment and Orientation | • Sleep and Rest for Children |
| • Governance and Management | • Staffing Arrangements |
| • Health, Safety and Wellbeing | • Sun Protection |
| • Incident, Injury, Trauma & Illness | |
| • Bush Kinder | |

LOCATION OF INFORMATION

- Centre Hallway
- Kids on Mullum Child Care Centre Website

MONITORING AND REVIEW

This policy is required to be reviewed at least annually by the approved provider, in conjunction with nominated supervisors, responsible persons, staff, families and children.

- Dates of Review:
 - January 2026
 - May 2025
 - January 2024
 - January 2023
 - January 2022

Excursions

PROCEDURES

CALENDAR OF EVENTS

- Families are provided with a 'Calendar of Events' at the beginning of each year that details all of the special events the service is providing. Additional incursions are added throughout the year.
- Families are encouraged to participate in special events, and to attend any celebrations. The service aims to regularly provide incursions at the service to enhance the children's programs, e.g., *puppet show, animal farm, dental hygiene show, bush kinder program*.
- The organisation facilitates many opportunities for family gatherings, where families can visit the service at a designated time and experience incursions together with their child.
- Families will be notified of upcoming events through weekly updates, newsletters, signs on the front door, social media updates and through verbal communication from staff. All families are encouraged to come along and join in the experiences with their child.
- Families are welcomed into the service at any time to visit the children and show off their interests, talents, ideas, skills and enrich the program.

RISK ASSESSMENTS

- A risk assessment is conducted prior to any excursion. The risk assessment identifies and assesses risks that the excursion may pose to the health and safety of any child being taken on the excursion. The assessment specifies how the identified risks will be managed and minimised.
- A risk assessment must be conducted at least once every 12-months, and as soon as practicable after becoming aware of any circumstance that may affect the safe transition, transportation and/or arrival of children during an excursion, e.g., *route taken, vehicle used, destination, adults present, other children present, children with medical conditions*.
- The nominated supervisor or responsible persons will ensure that the risk assessment identifies and assesses the risk the excursion may pose to the health and safety of any child and will specify how the service will manage any risks identified.
- Once risks have been identified, they'll be categorised as high, moderate or low, and management of the risks will be detailed.
- A risk assessment for an excursion must:
 - identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion.
 - specify how the identified risks will be managed and minimised.
- A risk assessment must consider:
 - the proposed route and destination for the excursion.
 - any water hazards.
 - any risks associated with water-based activities.
 - the transport to and from the proposed destination for the excursion.

- the number of adults and children involved in the excursion.
- given the risks posed by the excursion, the number of staff or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required.
- the proposed activities.
- the proposed duration of the excursion.
- the items that should be taken on the excursion.
- The risk assessment conducted will consider:
 - The roles and responsibilities of the following persons:
 - The nominated supervisor or responsible persons.
 - Staff
 - Excursion volunteers
 - The child's parent, guardian or authorised nominee.
 - The age, developmental stage and individual needs of each child.
 - The means of transport.
 - The purpose of the transport.
 - The type of transportation being used.
 - The number of children.
 - The number of staff or adults required to provide adequate supervision, and whether any adults with specialised skills are required.
 - The proposed route and destination, including proximity to harm and hazards, and the duration of the transportation, including estimated time of travel between the different locations.
 - The pick-up and drop off locations during the transportation.
 - How children will be accounted for when embarking and disembarking the transport, and the processes for entering and exiting the service.
 - The procedure to be followed by the service if they have identified that the child is missing or cannot be accounted for during the child's transition.
 - The process for entering and exiting:
 - The service premises.
 - The pick-up location or destination.
 - Whether there are any water hazards.
 - The seatbelt and child restraint requirements of the jurisdiction that the service is operating in.
 - The proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions.
 - Whether there are any special equipment or provisions required *e.g., a mobile phone, emergency contact details for children, medication for children with known medical conditions.*
- Staff and any responsible adults using the transport are aware of the organisation's policies and procedures that set out the instructions for what must be done in the event of an emergency, and are aware of the risk assessment for the transport.
- Before using transport, risks are checked, including the weather to assess any increases to the level of risk and whether transport can proceed.
- A procedure for each travel route will be created in line with the risk assessment and will outline specific staff responsibilities, and include the use of strollers & safety restraints, where applicable.
- Staff should visit, or be familiar with, the venue before undertaking the excursion to ensure that it is suitable, safe and accessible by all.

- When planning an excursion, alternative arrangements will be made for adverse weather conditions. Staff will consider not just wet weather, but cold, hot or windy weather conditions when making plans for excursions and the final decision to continue with the excursion.
- No child will be taken outside the service without a parent or guardian's written authorisation.
- All children will carry an identification badge indicating the service name, address and contact numbers. Under no circumstances will children have their names on identification badges.

ADDITIONAL CONSIDERATIONS

- In addition to the specific requirements of the national regulations for taking children on excursions, important requirements of the national law must be met at all times, including
 - all children are adequately supervised at all times.
 - every reasonable precaution is taken to protect children from any harm or hazard likely to cause injury.
 - the relevant number of staff educating and caring for the children is no less than the number prescribed for this purpose.
 - the maximum number of approved places for children who can be educated and cared for by the service at any one time must not be exceeded, including the children at the education and care premises and those on the excursion.
- Excursions should be planned in advance and consideration given to:
 - the time away from the service.
 - the experience of the driver and licensing conditions for the vehicle.
 - the children's ages, abilities, capabilities, needs, skills and interests.
 - ways to maximise the children's developmental experiences and safety.
 - suitability of the venue and accessibility.
 - access to food, safe drinking water, toileting facilities, shade and other requirements.
 - adequate health and hygiene practices.
 - experience of adults involved in the excursion and their capacity for supervising children.
 - movement of children between the vehicle and venues.
 - traffic conditions.
 - weather conditions or natural disasters.
 - environmental hazards such as temperature extremes or smoke.
 - specific clothing and equipment needs of children.
 - communication to and from the vehicle and excursion location.
 - mobile phone reception.
 - health needs of all children and adults.
 - first aid provision and management of illness, injuries and emergencies.
 - child safe practices.
 - costs involved.
- When planning an excursion, the following questions should be considered:
 - Who will go?
 - How many children will go?
 - How many staff and adult excursion volunteers will be needed?
 - Do some children need more support than others?
 - Are the expectations and decisions around children's participation ethical and equitable?
 - What will it look like on the day?

AUTHORISATIONS FOR EXCURSIONS, TRANSITIONS AND TRANSPORTATION

- Authorisations for excursions must be kept in the enrolment record for each child enrolled at an education and care service.
- If an excursion, transition or transportation is considered a regular occurrence, the authorisation is required to be obtained once in every 12-month period. However, obtaining authorisation in these circumstances more regularly would be advisable.

- Written authorisation for a child to attend an excursion or routine outing must be given by a parent, guardian or authorised nominee.
- The excursion authorisation must include:
 - the child's name.
 - the reason the child is to be taken outside the premises.
 - the reason the child is to be transported.
 - if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing.
 - the date the child is to be taken on the excursion and transported.
 - a description of the proposed pick-up location and destination for the excursion.
 - the method of transport to be used for the excursion.
 - the proposed activities to be undertaken by the child during the excursion.
 - the period of time the child will be away from the premises.
 - the period of time during which the child is to be transported.
 - the anticipated number of children likely to be attending the excursion.
 - the anticipated educator to child ratio attending the excursion to the anticipated number of children attending the excursion.
 - the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion.
 - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
 - that a risk assessment has been prepared and is available at the service.
 - that written policies and procedures for transporting and transitioning children are available at the service.
 - if the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.
- The organisation must ensure that:
 - a child is not taken outside the service premises on an excursion unless written authorisation has been provided.
 - the authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child.

PLANNING FOR EXCURSIONS, INCLUDING TRANSPORTATION AND TRANSITIONS

- When planning for an excursion, including transportation and transitions, the service will:
 - Assess the requirements for the excursion.
 - Conduct a risk assessment.
 - Organise transport.
 - Make alternative arrangements for adverse weather conditions.
 - Inform families of the details of the excursion including pickup location, destination, pick-up and drop-off times, objectives and outcomes, requirements and the availability of a risk assessment.
 - Provide parents, guardians or authorised nominees with an authorisation form to complete.
 - Collect completed authorisation forms for each child attending the excursion.
 - Request additional adult participation for the excursion, where required.
 - Arrange for a suitably equipped first aid kit and mobile phone to be readily available for the transportation.
 - Consider any additional factors in the planning of excursions for children with additional needs. Where possible, the organisation will uphold the right for all children to accessible transport.
- All excursion, regular outing, transportation & transition details, risk assessments & map of routes must be approved by the nominated supervisor or responsible persons prior to going ahead.

SAFETY OF CHILDREN DURING EXCURSIONS

- Duty of care for children remains the responsibility of the organisation while a child is attending an excursion.
- Children will be escorted during the entire excursion by staff and excursion volunteers situated at the beginning, middle and end of the group at a minimum.
- If using a bus for transportation, a thorough physical check of the bus, inside and out, will be conducted, including looking under seats, in luggage racks and storage areas for children before locking the bus.
- Staff will conduct frequent roll call checks and head counts to ensure all children are accounted for.
- Head counts and roll checks are conducted at a minimum:
 - at the beginning of the excursion before leaving the service premises.
 - before getting into a vehicle to go on the excursion.
 - before disembarking from the service premises in a vehicle.
 - upon arrival at the excursion location, before disembarking from the vehicle.
 - after getting out of a vehicle at the excursion location.
 - before getting into a vehicle to return to the service premises.
 - before disembarking from the excursion location in a vehicle.
 - upon arrival at the service premises, before disembarking from the vehicle.
 - after getting out of a vehicle at the service premises.
 - at the end of the excursion once returning to the inside of the service premises.
- Staff will ensure:
 - children's attendance records are taken on excursions.
 - all children are accounted for when embarking and disembarking transportation.
 - children's names are marked off as they enter and leave a vehicle, including time and date.
 - a thorough check is made of the vehicle to ensure no child is left in the vehicle.
 - a second person conducts a thorough check of the vehicle.
 - the vehicle is parked to avoid other vehicles, driveways or car parks.
 - the vehicle is parked as close as possible to the service premises or excursion venue.
 - children only disembark the vehicle when it is safe to do so.
 - where possible, staff and excursion volunteers hold children's hands to supervise them closely when embarking or disembarking a vehicle, or when on an excursion.
 - Head counts are conducted at least every 30 minutes whilst on the excursion.
 - Bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and adequately supervised.

CONDUCTING TRANSPORTATION

- All staff, excursion volunteers, and children using transportation during an excursion will be informed of the transportation timetable, itinerary, special requirements, safety procedures, grouping of children and responsibilities.
- A list of children attending the excursion will be left at the service, and a copy carried by the delegated responsible persons.
- The types of transportation that may occur on an excursion are:
 - Walking

- Staff will ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights.
- Staff will ensure all children and adults obey road rules
- Staff will ensure children follow the 'stop, look, listen and think' process when walking near roads.
- Staff will remain vigilant that no child runs ahead or lags behind the group.
- Bus
 - The organisation must ensure that the seating capacity as displayed on the compliance registration is not exceeded.
 - All children must sit on seats, preferably with, or close to an adult.
 - Any requirements for seat belts or safety restraints under law must be followed depending on the vehicle used.
 - If the bus has seat belts, they must be worn at all times.
- Train
 - The organisation will be required to contact the local station prior to the excursion to inform them of the time of travel, the destination, and the number of children and adults who will be travelling.
 - Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way.
 - All children should be seated at all times with an adult close by.
 - All children should be seated in the one carriage if possible.
- Car
 - Any motor vehicle that is used to transport children on an excursion must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.
 - The vehicle must be registered and free of any defects that could put any passenger at harm.
 - All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles.
 - The staff member driving the vehicle must hold a current Australian driver's licence.
 - The process for entering and exiting the service premises safely must be considered at all times.

GUIDELINES FOR SEATBELTS AND RESTRAINTS

- Seatbelts and restraints must meet Australian Standards and be marked as complying with the Australian Standards.
- Staff will ensure that each child under 7 years of age is secured in a child restraint or booster seat when travelling in a vehicle.
- Babies up to 6 months of age must be restrained in a rearward facing restraint.
- Children from 6 months to under 4 years of age must be restrained in a rearward facing or forward-facing restraint.
- Children under 4 years of age must not be in the front row of a vehicle with two or more rows.
- From 4 years to under 7 years of age, a forward-facing restraint or booster seat must be used.
- Children from 4 to under 7 years of age can only sit in the front row of a vehicle with two or more rows when all other seats are occupied by children of a lesser age in an approved child restraint.

- The ages specified above are a guide. If a child is too small for a restraint specified for their age, they should be kept in their current restraint for as long as necessary.
- If a child is too large for a restraint stated for their age, they may move to the next restraint level.

PICKING UP AND DROPPING OFF CHILDREN

- The vehicle is to be parked in a safe location, close to the service premises entry or excursion location, where children are not required to cross any roads, and turn off the ignition.
- A 'head count' of children against the attendance record will be checked by the supervising staff member as children assemble in a predetermined location prior to boarding and at the end of the journey. This is to be verified by a witness.
- Once inside, or on location at the excursion, a 'head count' of children against the attendance record will be checked by the supervising staff member once again. This is to be verified by a witness.
- Children are continuously supervised during transportation by designated staff sitting in locations that provide clear vision of all children.
- Children are to remain seated and secured in appropriate child restraints until the vehicle has completely stopped.
- A designated staff member will assist children to safely disembark the vehicle.
- Children will exit the vehicle using the 'safety door' or door located closest to the kerb.
- Staff are to conduct a final sweep of the vehicle, checking on and under seats to ensure there are no children or belongings left behind.
- The designated driver of the vehicle is fully licensed and complies with all appropriate road, safety and transport regulations.
- Under no circumstances will the driver of the vehicle or staff supervising the children use electronic devices, unless safely parked.
- Under no circumstances will the driver or staff supervising the children be under the influence of illegal substances, tobacco or drugs.
- Checks of the vehicle should be recorded, signed by the relevant person and kept for inspection by the regulatory authority.
- Staff will record the time when children are signed into the service or other venue.

RECORD KEEPING AND REVIEW

- A record must be made immediately after all children have embarked the vehicle that states:
 - Confirmation that each child was accounted for when embarking the vehicle at the service and again at the excursion location.
 - How each child was accounted for when embarking the vehicle at the service and again at the excursion location.
 - The name and signature of the two staff members who accounted for the children that embarked.
 - The time and date the record was made.
- A record must be made immediately after all children have disembarked the vehicle that states:

- Confirmation that each child was accounted for when disembarking the vehicle at the excursion location and again at the service.
 - How each child was accounted for when disembarking the vehicle at the excursion location and again at the service.
 - That the interior of the vehicle was checked after all children disembarked the vehicle at the excursion location and again at the service.
 - The name and signature of the two staff members who accounted for the children that disembarked and completed the check of the vehicle.
 - The time and date the record was made.
- These records must be kept until the end of 3 years after the last date on which the child was educated and cared for by the service.
 - In consultation with staff & children who attended the excursion, responsible persons in charge of the excursion are required to complete an evaluation within one week after the excursion.

STAFFING ARRANGEMENTS

- All staff attending the excursion will be no less than the numbers prescribed in the national regulations, and depending on the supervision requirements, may need to be higher to ensure adequate supervision.
- The number of staff will also be adequate to effectively supervise.
- Consideration will be given to the number of staff who have required first aid qualifications and the number of staff required to care for children who remain at the service.
- At least one staff member accompanying children during an excursion is to hold a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- Where a group of children remain at the service whilst others are on an excursion, at least one staff member remaining at the service is to hold a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- All staff attending the excursion will be made aware of the organisation's policies and procedures in relation to what must be done in the event of an emergency, and are aware of the risk assessment for the excursion.
- Responsible adults will be enlisted to assist with the excursion.
- Where a staff member assumes responsibility for driving the bus (and holds the relevant license to drive), they are not considered to be included in the ratio to meet requirements.
- Staff are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion. The number of staff must be adequate to supervise any responsible adults who volunteer to assist with the excursion.
- Staff are aware the procedures to follow in the event of an emergency.

EXCURSION VOLUNTEERS

- Parents, guardians and authorised nominees will be encouraged to participate in the excursion to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children.

- Excursion volunteers cannot be counted in order to meet ratio requirements under the national regulations.
- Adults wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- If an adult needs to bring their child's sibling because they cannot find suitable care, the responsibility provided to this adult will be adjusted accordingly and considered in the risk assessment.
- Excursion volunteers will never be left alone with children, or in sole charge of children, including their own, and must be supervised by staff at all times.
- All responsible adults attending the excursion will be made aware of the organisation's policies and procedures in relation to what must be done in the event of an emergency, and are aware of the risk assessment for the excursion.
- Excursion volunteers must be at least 18 years of age.
- Smoking and vaping by an excursion volunteer is not permitted on the excursion.
- Excursion volunteers must provide emergency details for themselves prior to the excursion and permission for the staff in charge to seek emergency medical treatment and or an ambulance service on their behalf must be given.

ITEMS TO TAKE ON AN EXCURSION

- The service must ensure that the following items are taken on all excursions:
 - Excursion risk assessment.
 - A fully-charged and operational mobile phone.
 - Attendance record of children, staff and excursion volunteers attending the excursion.
 - List of children attending the excursion with relevant personal details.
 - List of staff attending the excursion with relevant personal details.
 - List of excursion volunteers attending the excursion with relevant personal details.
 - Emergency contacts for all children and adults attending the excursion.
 - Permission slip for each child attending the excursion.
 - List of relevant emergency procedures and contact numbers.
 - Any relevant medication forms and required medication.
 - Any relevant anaphylaxis, asthma, allergy or medical condition plans and the required emergency medication.
 - A fully stocked portable first aid kit.
 - Spare drinking water and cups.
 - Spare clothing.
 - Sunscreen and hats.
 - Hand washing gel.
 - Wipes.
 - Disposable gloves.
 - Nappies, if required.
 - Food, if required.
 - And any other items specific to the excursion site and activities.

TOILET AND HYGIENE FACILITIES

- When planning for an excursion, consideration must be given to how long the children will be away from the service. If toileting facilities will be required, staff must ensure that adequate toilet, handwashing and hand-drying facilities are provided for safe use by all children and adults.

FOOD AND BEVERAGE REQUIREMENTS

- Staff must ensure that children have access to safe drinking water and are offered appropriate food and beverages during the excursion.
- Adequate health and hygiene practices when handling, preparing and storing food must be in place to minimise risks to children.

MEDICAL CONDITIONS AND ADDITIONAL NEEDS

- Children's medical needs must be addressed during an excursion. This may include the requirements for the administration of medication. Where a child attending the excursion has a specific health care need, allergy or relevant medical condition, the risk assessment should consider the management of the child's medical needs.

RATIOS AND MAXIMUM NUMBER OF CHILDREN

- The maximum number of children cannot be exceeded during excursions. If younger siblings or other children attend, they must be under the care and supervision of their parent, guardian or authorised person.
- Siblings, other children and their parent, guardian or authorised person cannot be included in the excursion adult to child ratio.
- Although the national regulations do not specify a higher educator to child ratio for excursions, children must be adequately protected from harm and hazards, and supervised at all times. The adult to child ratio is determined after careful consideration of the hazards and risks outlined in excursion risk assessment.

CHANGE IN CIRCUMSTANCES

- Risk assessments are required to be conducted before excursions, unless the excursion is a regular outing for which a risk assessment has already been conducted less than 12 months prior.
- However, when there is a change in circumstances relevant to the risk assessment for a regular outing, the service must update the risk assessments and authorisation forms.
- Examples of changes in circumstances include additional children attending, when there is a change in the location, or there are changes to the route taken to and from the outing.

EXCURSIONS AND INCURSIONS DURING A PANDEMIC PERIOD

- During a pandemic period, the organisation proactively minimises contact with external visitors. Therefore, to further protect the service and local community, the services ensure that all incursions and excursions do not occur while pandemic infection control measures are in place. This includes the Happy Feet and Kelly Sports programs.
- To stop the virus from spreading, the organisation takes the precautionary step to cancel or postpone all events, programs and incursions including those where families are in attendance.

CHILD IS MISSING OR UNACCOUNTED FOR

- The nominated supervisor or responsible persons will be notified immediately in the event of a child being missing or unaccounted for. Staff will be allocated to undertake a thorough search of the immediate area, specifically checking likely hiding places and meeting points.
- A staff member should alert the venue management and request that an announcement is made.

- If the child is still missing, staff should contact the police on **000**, and also contact parents, guardians and/or authorised nominees.
- Staff must provide information to police such as the child's name, age, appearance, what they were wearing and details of where the child was last sighted.
- While these notifications are occurring, all available staff will continue to search the immediate and surrounding areas, whilst ensuring that the remaining children are kept adequately supervised, safe and calm.
- Once police arrive, they will take charge of the incident and staff will follow their direction, whilst ensuring that the remaining children are kept adequately supervised, safe and calm.
- The nominated supervisor or responsible persons and staff involved will document the incident on an incident report.
- The nominated supervisor or responsible persons will notify the regulatory authority within 24 hours of the incident.
- A serious incident notification must be made to the regulatory authority, if a child appears to be:
 - missing or unaccounted for.
 - removed from the service premises in a way that breaches the national regulations.
 - is mistakenly locked in or locked out of any part of the service.
- A child may only leave the service:
 - in the care of a parent or guardian
 - in the care of an authorised nominee named in the child's enrolment record
 - in the care of a person authorised by a parent or authorised nominee
 - because the child requires medical, hospital or ambulance care
 - in an emergency, *e.g. fire*.
- Staff must ensure that:
 - attendance records are regularly cross-checked to ensure all children signed in and are accounted for.
 - head checks are conducted frequently throughout the excursion.
 - children are actively supervised at all times.
 - excursion volunteers are not left alone with children at any time.
 - any students and trainees on the excursion are not left alone with children at any time.

ROLES AND RESPONSIBILITIES

Approved Provider	• Assume responsibility under the National Law for the safety, health and wellbeing of all children that are in the care of the organisation. • Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion. • Ensure risk assessments reviewed at least annually to ensure potential risks are identified and managed. • Ensure all children have written authorisation from families to leave the service on an excursion. • Ensure educator to child ratios are maintained during the excursion and address the risks identified. • Ensure that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day. • Ensure strategies are in place to provide an accurate attendance record for children attending an excursion.
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	• Ensure 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. • Ensure strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, with contact details for each individual. • Ensure that each child's personal medication and current medical management plan is taken on excursions and other offsite activities. • Provide and maintain a portable first aid kit that can be taken on excursions and other offsite activities. • Provide a mobile phone to enable contact with families and emergency services in the event of an incident, injury, trauma or illness. • Ensure at least one staff member accompanying children during the excursion holds a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training. • Ensure that children are adequately supervised at all times. • Ensure parents, guardians and adult volunteers attending the excursion are not left alone with any child or group of children. • Ensure at least two staff members frequently conduct head checks and account for children during an excursion. • Ensure records are taken of head checks during an excursion. • Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, the service or excursion location. • Ensure records are taken showing children are accounted for as they are picked up from, or dropped off to, the service or excursion location. • Ensure at least two staff members account for children as they get in or out of a vehicle when being transported by the service. • Ensure records are taken showing children are accounted for as they get in or out of a vehicle. • Ensure records are made confirming a check of the inside of a vehicle was completed after all children have disembarked to ensure no children remain in the vehicle. • Ensure that children being transported by the service are never left unattended in a vehicle to ensure supervision, health and safety, and prevent heat stress. • Notify the regulatory authority if the service provides or arranges regular transportation. • Ensure staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service. • Develop strategies to improve children's safety in high-risk situations such as excursions near water or near a road. • Ensure that excursions, incursions and events are based on the educational program and meet the needs and interests of children and families. • Consider the financial ability of families before deciding on an excursion, incursion or event that would require an additional charge. • Ensure that proposed excursions, incursions and events are inclusive of all children regardless of their abilities, additional needs or medical conditions. • In the event of a missing child, notify regulatory authority within 24 hours. • Read, understand, follow and enforce the organisation's policies and procedures.
Nominated Supervisor and Responsible Persons	• Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion. • Ensure risk assessments reviewed at least annually to ensure potential risks are identified and managed.

- Ensure all children have written authorisation from families to leave the service on an excursion.
- Ensure educator to child ratios are maintained during the excursion and address the risks identified.
- Ensure that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day.
- Ensure strategies are in place to provide an accurate attendance record for children attending an excursion.
- Ensure 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.
- Ensure strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, with contact details for each individual.
- Ensure that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Verify that all required equipment and items are taken on the excursion.
- Ensure sunscreen is taken on excursions and that outdoor excursion venues provide adequate shade.
- Ensure at least one staff member accompanying children during the excursion holds a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- Ensure that children are adequately supervised at all times.
- Ensure parents, guardians and adult volunteers attending the excursion are not left alone with any child or group of children.
- Ensure excursion volunteers understand the details of the excursion, the expectations, and their supervision responsibilities.
- Ensure at least two staff members frequently conduct head checks and account for children during an excursion.
- Ensure records are taken of head checks during an excursion.
- Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, the service or excursion location.
- Ensure records are taken showing children are accounted for as they are picked up from, or dropped off to, the service or excursion location.
- Ensure at least two staff members account for children as they get in or out of a vehicle when being transported by the service.
- Ensure records are taken showing children are accounted for as they get in or out of a vehicle.
- Ensure records are made confirming a check of the inside of a vehicle was completed after all children have disembarked to ensure no children remain in the vehicle.
- Ensure that children being transported by the service are never left unattended in a vehicle to ensure supervision, health and safety, and prevent heat stress.
- Notify the regulatory authority if the service provides or arranges regular transportation.
- Ensure staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service.
- Develop strategies to improve children's safety in high-risk situations such as excursions near water or near a road.
- Ensure that excursions, incursions and events are based on the educational program and meet the needs and interests of children and families.
- Provide road safety education prior to, throughout, and following the excursion.
- Consider the financial ability of families before deciding on an excursion, incursion or event that would require an additional charge.

	• Ensure that proposed excursions, incursions and events are inclusive of all children regardless of their abilities, additional needs or medical conditions. • In the event of a missing child, notify regulatory authority within 24 hours. • Prior to the excursion, discuss with children the excursion safety rules. • Prior to the excursion, ensure staff and excursion volunteers have been provided a copy of the excursion plan and risk assessment. • On the day of the excursion, assess the current and forecast weather and any other external situations that could affect the safety of the excursion. • Regularly communicate with, and provide appropriate instructions to, staff and excursion volunteers throughout the excursion. • In consultation with children and staff attending the excursion, complete an excursion evaluation within 1 week after the excursion. • Read, understand, follow and enforce the organisation's policies and procedures.
Educators and Staff Members	• Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion. • Ensure risk assessments reviewed at least annually to ensure potential risks are identified and managed. • Ensure educator to child ratios are maintained during the excursion and address the risks identified. • Complete accurate attendance records for children attending an excursion. • Ensure 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. • Ensure that each child's personal medication and current medical management plan is taken on excursions and other offsite activities. • Ensure sunscreen is taken on excursions. • Ensure that children are adequately supervised at all times. • Ensure parents, guardians and adult volunteers attending the excursion are not left alone with any child or group of children. • Ensure excursion volunteers understand the details of the excursion, the expectations, and their supervision responsibilities. • Ensure at least two staff members frequently conduct head checks and account for children during an excursion. • Ensure records are taken of head checks during an excursion. • Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, the service or excursion location. • Ensure records are taken showing children are accounted for as they are picked up from, or dropped of to, the service or excursion location. • Ensure at least two staff members account for children as they get in or out of a vehicle when being transported by the service. • Ensure records are taken showing children are accounted for as they get in or out of a vehicle. • Ensure records are made confirming a check of the inside of a vehicle was completed after all children have disembarked to ensure no children remain in the vehicle. • Ensure that children being transported by the service are never left unattended in a vehicle to ensure supervision, health and safety, and prevent heat stress. • Ensure all children have an identification badge. • Be aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service.

	• Develop strategies to improve children's safety in high-risk situations such as excursions near water or near a road. • Ensure that excursions, incursions and events are based on the educational program and meet the needs and interests of children and families. • Promote a safe and secure excursion for children, engaging in meaningful interactions throughout. • Refrain from using electronic devices when directly responsible for children, other than for the purposes of the excursion or in an emergency. • Provide road safety education prior to, throughout, and following the excursion. • Role model road safety practices at all times. • Ensure that proposed excursions, incursions and events are inclusive of all children regardless of their abilities, additional needs or medical conditions. • In the event of a missing child, follow procedures detailed in the risk assessment. • Inform families of items required by children for the excursion. • Prior to the excursion, discuss with children the excursion safety rules. • Regularly communicate with, and provide appropriate instructions to, other staff and excursion volunteers throughout the excursion. • Hand children over to another staff member once returning to the service. • In consultation with children and other staff attending the excursion, complete an excursion evaluation within 1 week after the excursion. • Read, understand, follow and enforce the organisation's policies and procedures.
Parents, Guardians and Families	• Provide written authorisation for their child to attend excursions, and confirm that all required information is correct and up-to-date. • Provide written authorisation for their child to leave the service premises on routine outings. • Be aware of all the information about excursions or routine outings. • Ensure required medication and medical management plans for their child are in date and available to take on an excursion. • Nominate on their child's enrolment record any persons having authority to authorise transition of their child. • Communicate any changes to their child's attendance on the excursion with the nominated supervisor or responsible persons as soon as they are aware, e.g., <i>child absence</i>. • Encourage and support child's participation in the excursion. • Role model road safety practices. • Update emergency contact numbers regularly. • Sign their child in and out of care when their child arrives at, and leaves, the service. • Provide items required by their child for the excursion. • Ensure child is well enough to attend the excursion. • Read, understand and follow the organisation's policies and procedures.
Excursion Volunteers	• Provide emergency details for themselves prior to the excursion. • Grant permission for the staff in charge to seek emergency medical treatment and/or an ambulance service on their behalf, if required. • Prior to the excursion, read and become familiar with the excursion plan and risk assessment. • Understand the details of the excursion and the expectations and supervision responsibilities.

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| | <ul style="list-style-type: none"> • Assume responsibility for the supervision and care of siblings and other children in their care who are not enrolled in the program. • Implement control strategies detailed in the excursion risk assessment. • Understand that excursion volunteers will not (excluding own children): <ul style="list-style-type: none"> ○ be in charge of children for any length of time ○ support a child's toileting ○ change a child's nappy ○ administer first aid or medication ○ record images, audio, or video of children, staff, and other adults. • Remain under the immediate supervision of staff at all times. • Follow instructions of staff attending the excursion. • Seek assistance from staff when needed. • Treat everyone with courtesy, respect and dignity, and abide by the <i>Code of Conduct for Families</i>. • Maintain appropriate physical, emotional and behavioural boundaries when interacting with children. • Encourage and support children's participation in the excursion. • Refrain from bringing unsafe items or engaging in unsafe practices. • Take reasonable care for the safety and welfare of themselves, children, staff and other adults. • Immediately inform staff of any safety concerns or if a child appears to be missing from the group. • Respect the privacy and confidentiality of others by not disclosing, discussing, using, or sharing private, personal, or confidential information. • Read, understand and follow the organisation's policies and procedures. |
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SOURCES

- ACECQA – *Changes to Regular Transportation of Children* – February 2023
- ACECQA – *Excursion Policy Guidelines* – June 2021
- ACECQA – *Guidance for Adequate Supervision During Transportation* – January 2023
- ACECQA – *Minimising the Risk of Children Being Left Behind in Vehicles* – January 2023
- ACECQA – *Safe Arrival of Children* – July 2023
- ACECQA – *Safe Arrival of Children* – October 2023
- ACECQA – *Safe Transportation of Children* – January 2023
- Australian Children's Education and Care Quality Authority
- Children, Youth and Families Act 2005 – September 2023
- Department of Education and Training
- Early Childhood Australia Code of Ethics 2016
- Education and Care Services National Law Act 2010 – July 2023
- Education and Care Services National Regulations 2011 – July 2023
- Gowrie Victoria – *Considerations for Planning Excursions and Regular Outings*
- Guide to the National Quality Framework 2018 – July 2023
- Victorian Government – *Excursions and Regular Outings in ECEC* – April 2023
- Victorian Government – *Transporting Children in Early Childhood Services* – April 2023
- ACECQA guidelines 2026

Bush Kinder Program POLICY

PURPOSE

As an exceeding centre, we are consistently seeking for better approaches, pedagogies and practices to foster children's holistic growth through learning and playing. Based on our daily observations and evaluations, all educators and staff at Kids on Mullum highly believe the essential component of children's learning should be involving natural resources, inspiring environments and benefit risks. By establishing and maintaining the bush kinder program, we expect each child to receive responsive, supportive and deliberate learning opportunities within the natural environment and educational settings. With the aim of fostering future-ready learners with agency and strengthening children's connection with the world they live in, we adapt the place-based approach and value the significance of 'environment as the third educator'; diverse learning contents will be elaborated and further extended through weekly programs and evaluations.

VALUES

Future citizens need to develop global awareness and be active in sustainable environment management. The notion of exposure to 'place' in an Australian 'bush' setting is one method of developing children's connection to nature. A child's biophilia, or love of, and affinity with nature, underpins the existence of a basic requirement and propensity founded upon genetics for humans to connect with nature and life.

At Kids on Mullum, the majority of families live in the Maroondah region and children were brought up in local parks, playgrounds and bush reserves around the community. Within each child's daily experiences as they gain insights of their surroundings, a natural space with appropriate challenges and exposure to the boundaries of risk-taking behaviour, such as stick play, climbing, running in open spaces (trip hazards) or engaging with small animals are crucial for their life-long learning competencies and wellbeing.

SCOPE

The bush kinder program runs weekly since Term 3, 2025. With the supervision ratio of 1:11 with one additional staff, three educators (Centre Director/ Educational Leader; Kinder Teacher; Kinder Educator) will attend each session with a maximum group of 22 children. Throughout the Bush Kinder program, educators will follow and maintain adequate supervision (please refer to Definition - Adequate Supervision) at all times and prioritise children's safety not only meet but achieve beyond national standards. All children who attend this bush kinder program require a guardian signed incursion consent form and will be filed and reviewed as needed.

The 4-year-old kinder teacher will embed a monthly teaching plan for the bush kinder context and add into the kinder room programs, children's learning continuity between natural and constructed settings will be emphasised and supported through diverse inquiry-based projects, group discussions, hands-on experiences and open-ended activities.

Along with the implementation of the bush kinder program, we promote families' inputs and regard their feedback as a significant contribution towards our centre policies and QIP. Families are welcomed to join any of our kinder bush sessions as volunteers and offer help in terms of sharing insects/birds/plants/Aboriginal knowledge.

BACKGROUND AND LEGISLATION

Selecting the bush kinder site

Ongoing discussions and onsite investigations about any potential bush kinder locations have been conducted since 2024, the centre director, 2IC, the educational leader, kinder teachers and

educators have included several factors when deciding the final bush kinder site such as the distance, risks management, learning space, natural resources provided onsite, access to toilet and covered shade area under extreme weather.

Delivery and collection of children

The bush kinder program will be occurring during the centre operation time therefore families will drop off children at the centre (13-15 Mullum Mullum Road, Ringwood VIC 3134) and above listed staff will be supervising the kinder group and walk to the bush kinder site. At the end of the bush kinder program, educators will bring children back to the childcare site and continue the rest of the kinder daily routine until children get picked by families.

Bush Kinder site

Location

Mullum Mullum Reserve
58-60 Mullum Mullum Road, Ringwood VIC 3134

Time

10:00 am– 12:00 am on every Wednesday starting Term Two

Transportation

Walking

DEFINITIONS

Consent form for the bush kinder outing

Each child who wants to attend the bush kinder program is required to fill in the ‘Family Consent Form’ (See appendix) and return to the centre office by the end of Term Two 2025.

Adequate supervision

Educators promote children’s learning and development by creating physical and social environments that have a positive impact. It is necessary for educators to be alert and aware of risks and hazards and the potential for accidents and injury, not only in their immediate location but also throughout the service. To provide effective supervision, educators need to be conscious of the physical environment and be attuned to the needs of individual children.

Delivery and collection of children

The bush kinder program will be occurring during the centre operation time therefore families will drop off children at the centre (13-15 Mullum Mullum Road, Ringwood VIC 3134) and above listed staff will be supervising the kinder group and walk to the bush kinder site. At the end of the bush kinder program, educators will bring children back to the childcare site and continue the rest of the kinder daily routine until children get picked by families.

Specific approaches that will be implemented at the bush kinder site are:

Close observation of children to provide support and to extend on children’s play experiences. Educators who closely observe children and are attuned to their needs and interests can recognise when children wish to play without adult involvement.

Actively engaging with children to support their learning. Effective supervision requires a combination of observation and engagement. Educators need to assess and respond to children’s supervision needs in conjunction with engaging with children to promote quality learning opportunities.

Scanning or regularly looking around the area to observe all children in the environment. Ensures that all children are actively supervised. Educators who are aware of the environment

can identify appropriate positions for maximum vision of children. Educators should avoid standing with their backs to children and undertaking tasks that will distract them from supervising children, such as administrative tasks.

Listening carefully to children and noting any changes of tone or volume in their voice.

Noting these changes can assist in supervising children who may not be in direct vision.

Evaluating situations

To determine the potential risks and benefits for children's health, safety and wellbeing. Observing children's play and anticipating what may occur next allows educators to assist children as difficulties arise and to intervene when there is a potential danger to children.

Approved learning framework

A document that outlines practices that educators and co-ordinators must use to support and promote children's learning. The Early Years Learning Framework (Belonging, Being & Becoming) and the Victorian Early Years Learning and Development Framework are approved learning frameworks for use in Victoria.

Play-based Learning

At Kids on Mullum, we run a play-based outdoor education program, emphasizes children's learning through uninterrupted play in natural settings, fostering children's development and connection with nature, while aligning with the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Quality Framework (NQF). In daily practices, educators actively strive for various teaching approaches and strategies to better support children's learning strengths and areas for improvement, we pay our highest respects toward children's nature in terms of sensitivity, curiosity and creativity. By offering open-ended play and natural-based learning activities, educators deliberately provide problem challenges which enable children to engage in critical thinking and evaluations with authentic multiple solutions.

It is expected that the establishment of the bush kinder program can encourage all children to construct on a bigger scale, gain the opportunity to invest themselves through benefit risks, explore the world at first hand and experience natural phenomena.

8 Aboriginal Ways of Learning

As an addition to the requirements for all Early Childhood Education & Care services across Victoria and

Australia, Kids on Mullum's bush kinder program will also support the inclusion of the 8 Aboriginal Ways of

Learning, as reflected in our learning programs and centre philosophy. Embracing further initiatives in working

towards reconciliation and being culturally aware. This is at the forefront of Kids on Mullum's mission to

provide culturally safe and rich learning environments for all individuals, children's cultural awareness will be

promoted and Aboriginal perspectives will be valued in educational settings.

Within the bush kinder program, educators will embed specific links between the four-year-old-group weekly

sessions and the 8 Aboriginal Ways of Learning:

● **Story Sharing:** Learning through narratives and oral traditions, where stories are central to knowledge transmission. For instance, group time at the beginning and the end of bush kinder program, allowing children to gain ample time and opportunities to enhance their learning through a rich language environment and ongoing interactions.

● **Learning Maps:** Visualizing learning pathways through diagrams, maps, or other visual representations. For instance, utilising posters, mind maps, charters or sketch books for children to

record their emergent learning, capture ideas, make notes with discussions and explore visual elements to represent their learning updates.

● **Non-Verbal Learning:**

Utilizing kinaesthetic learning, body language, and actions to understand concepts. For instance, offering children with natural materials to build shelters, create art, yarnning circles and explore different textures, materials and cultural representations.

● **Symbols and Images:**

Employing symbolic imagery and metaphors to convey meaning. For instance, providing visual symbols around the bush site to help children facilitate their learning, setting up the natural environment with purposeful learning materials/resources that encourage children's discovery of Aboriginal symbols, values and interested natural beings such as plants, insects and birds.

● **Land Links:**

Connecting learning directly to the local environment and its features. For instance, during the bush kinder program, educators will be teaching practices that minimize impact on the environment and promote sustainability; collection boxes will be set up for children's reflective thinking about 'What kinds of natural beings we can bring back to kinder and what things should stay.'

● **Non-Linear Thinking:**

Approaching learning through flexible, interconnected ideas, not necessarily following a linear path. For instance, educators will incorporate the 'Flexible Learning Update' book into each bush kinder session and evaluate any teachable moments through children's spontaneous learning interests and intentions, allowing children to build up their agency and autonomy holistically and simultaneously.

● **Working from Wholes to Parts:**

Observing a whole system or concept before breaking it down into smaller details. This focus point will be elaborated through the bush kinder monthly program as the kinder teacher is expected to set up both long-term and short-term goals based on children's learning needs, interests and intentions, diverse learning activities will be implemented based on the set goals and aim to fulfill children's potentials in a natural educational setting.

● **Community Links:**

Integrating learning with the broader community and its knowledge base. For instance, incorporating traditional Aboriginal stories about the land and its creatures to connect with cultural heritage; promoting family, volunteers' participation and enabling them to share Aboriginal traditions, values, perspectives and nature-based learning.

Learning Outcomes

Bush kinder learning experiences include creativity and make-believe; sensorial engagement; spirituality associated with wilderness; science and mathematics; cooperation and collaboration; and communication and teamwork.

A number of learning dimensions, particularly with young children, which exist in natural environments will be focusing on:

- Learning new concepts (mathematics, science, language, environment)
- Aesthetic understandings, tolerance, relaxation, ethical behaviour
- Creativity and imagination
- Sense awareness, self-actualisation, capabilities
- Enhanced motor skills
- Process skills - observation, exploring, investigating
- Process skills - observation, exploring, investigating
- Cooperation, collaboration.

At Kids on Mullum, regarding the current four-year-old group, the bush kinder program will focus on creating an inclusive and supportive learning environment for children to initiate and maintain close attachments with natural beings; promote children's natural awareness and foster children's sense of wellbeing through deliberate learning activities, enriching challenges and rich language interactions.

Ratio

1 educator : 11 children plus at least one additional staff

Checklist for weekly bush kinder program

See the checklist in the appendix

Weather Condition

Bush kinder program will be cancelled under extreme weather conditions:

Temperatures above 35 degrees Celsius or below 5 degree Celsius

(If the ambient temperature is over 35 degrees Celsius and the relative humidity is over 30%, there is an extreme risk of heat illness.)

Sustained winds of gale force (63 km/h or more) or wind gusts of 90 km/h or more are considered damaging.

Notice of cancellation will be sent to families through Seesaw by 8am in the morning if we encounter extreme weather.

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: Regulations 98, 99, 100, 101, 102, 123, 355, 357, 360.
- National Quality Standard, Quality Area 1: Educational Program and Practice.
 - Standard 1.1: An approved learning framework informs the development of a curriculum that enhances each child's learning and development.
 - Element 1.1.3: The program, including routines, is organised in ways that maximise opportunities for each child's learning.
 - Element 1.1.5: Every child is supported to participate in the program.
- National Quality Standard, Quality Area 2: Children's Health and Safety.
 - Standard 2.3: Each child is protected.
 - Element 2.3.1: Children are adequately supervised at all times.
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

The excursions to bush kinder site is regarded as an excursion and staff-child ratio must be followed. Delivering the program at the bush kinder site. Ratios and qualifications Educator to child ratios must be met whenever children are being educated and cared for including outside an education and care service (section 169, regulation 123(1)(c). At least 50 per cent of the educators required to meet the relevant educator to child ratios must have, or be actively working towards, at least one approved diploma level education and care qualification (regulation 126(1)(a).

All other educators required to meet the relevant educator to child ratios.

For the most current amendments to listed legislation can be found at:

- Victorian Legislation - Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation - ComLaw: <http://www.comlaw.gov.au/>

DELIVERING THE PROGRAM AT THE BUSH KINDER SITE

Ratios and Qualifications

1 educator : 11 children plus at least one additional staff

The bush kinder program will be run by one bachelor qualified room leader (ECT) and two qualified assistance educators (diploma and cert iii qualifications). All staff members will have updated



Kids on Mullum Child Care Centre

13-15 Mullum Mullum Road, Ringwood VIC 3134 – (03) 9870 7020

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www.kidsonmullumchildcare.com.au



working with children check, food safety certificates and child protection certificates.

First Aids Requirements

- Emergency bag
- First Aid Box including
 - 1 Bandage Conforming 5cm x 1.5
 - 2 Cleansing Wipes
 - 3 Gauze swabs
 - 4 Gloves
 - 1 Resealable plastic bag
 - 1 Resuscitation face shield
- 6 Safety pins
- 1 Scissors
- 1 Surgical Tape 1.25 x 9m
- 1 Triangular Bandage 110 x 110 x 155 cm
- 1 Tweezers
- 1 Wound Dressing

Toilet and Facilities

A portable toilet will be provided by Kids on Mullum Child Care during the kinder session and educators will look into the option of gaining access to the football club toilet.

Food and Beverages

All children will be required to bring their own filled-up water bottles when they attend the bush kinder. Daily morning tea will be provided by the kitchen at the centre before children depart to the bush kinder site, packed snacks (rice crackers/ biscuits) will be prepared in the trolley.

Sun Protection

Following the centre's SunSmart policy, we are committed to providing children with a safe environment that provides shade and other sun protection to support their learning and opportunities for play:

- Sun protection measures (sunscreen/ longer time under the shade) are recommended when the UVI is 3 and above.
- Hats/ Water bottles are compulsory
- Educators will monitor the UVI daily and manage outdoor play and learning accordingly
- Educators will monitor the impact of sun on play equipment and surfaces that children will be touching and using such as soft fall mats, artificial surfacing, etc.
- Educators will role-model sun safe practices
- Educators will communicate with families about sun safe practices in general and specific expectations within the bush kinder program (e.g. wearing protective clothing).

Administration of medication

A medication administration form is required from families if they give childcare staff consent to administer any medications throughout the day.

Details including administration time, administration dose and the names of administrator and witness will be required on the form.

Items to take to the bush kinder to address incident, injury and trauma

- Family Contact Form
- Incident Form
- Emergency Bag
- First Aid Box
- Staff Mobile Phone
- Children's Medical Plan



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SOURCES

- Belonging, Being & Becoming - The Early Years Learning Framework for Australia:
<http://education.gov.au/early-years-learning-framework>
- Educators Guide to the Early Years Learning Framework for Australia:
<http://education.gov.au/earlyyears-learning-framework>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, ACECQA: www.acecqa.gov.au
- Guide to the National Quality Standard, ACECQA: www.acecqa.gov.au
- National Quality Standard Professional Learning Program:
www.earlychildhoodaustralia.org.au/nqsplp
- Victorian Early Years Learning and Development Framework:
www.education.vic.gov.au/earlylearning/eylfd/default.htm
- Victorian Early Years Learning and Development Framework
- Education and Training fact sheet Bush Kinder.
- National Quality Framework, Bush Kinder Service policies
<https://www.earlychildhoodaustralia.org.au/ bespoke/vicece/outdoor-learning/>

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved - Provider and the Educational Leader will:

Keep all learning updates available for the families and actively seek families feedback to re-evaluate the effectiveness of bush kinder program through monthly observations and learning stories, facilitate children's learning and growth through weekly reflections. Share bush kinder program updates at the staff meeting and ensure all staff are following the mutual teaching values, approaches and maintain the learning continuity of each child. Initiate links among bush kinder programs with centre policies, QIP and national framework, utilise self-assessment tools to better support educator's teaching practices and enhance children's holistic development.

AUTHORISATION

This policy was adopted by the Approved Provider of Kids on Mullum Childcare centre on 25/02/2025.

APPENDIX

Example of family consent form

Checklist for weekly bush kinder program (Items to take on an excursion)

Risk Management Plan