

Excursions and Incursions Policy

This policy is current as at January 2023 and will be reviewed in January 2024 or as required. At our Centre, excursions and incursions are planned to provide the children with invaluable learning experiences and opportunities to see new places and have different experiences. All excursions and incursions will take place in accordance with the 2011 National Regulations and the Early Years Learning Frameworks. These excursion and incursions are planned to link to children's interests and development.

On these occasions we often have extra adults to help us. Parents and grandparents are most welcome to join us and participate in the children's program. A risk assessment will take place prior to the excursion/incursion.

Several days before the excursion, families will be notified of when and where we are going, how we will get there and what the child/staff ratio shall be. Below are the standard procedures for excursions and incursions.

The excursion form with all the relevant information is provided to parents. Parents must give written permission for each individual excursion. Parents should not feel obligated to give their permission. Children who do not have permission to attend an excursion will have a program provided for them at the centre, whilst maintaining child/staff ratios. Children will never be taken off the premises without parent's written permission except in an emergency.

The child/staff ratios will be maintained while on an excursion and will vary according to the excursion, staff, volunteers, parents and students available. A first aid kit will accompany all out of Centre excursions, as well as sunscreen if going on an excursion between September and April (or on a day when the UV will be 3 or above). Emergency Medication and Emergency Action Plans for any child attending the excursion will also be taken by staff. All staff has First Aid training. Staff will carry a mobile phone and a copy of all children's emergency contact numbers. A risk management plan will be written prior to an excursion.

All remaining staff at the centre will be aware of the excursion and they will have a copy of the excursion itinerary in case of an emergency. On returning to the Centre, staff will evaluate the excursion for any improvements or changes to planning future excursions.

Walks with a 1km radius and to Southern Road Reserve - Parents will be asked to read and sign a permission form for educators to take the children on walks to the park. This is a one off blanket form to cover the entire year. Parents will be notified via a text message if their child has left the centre and again on their return.

Family Conduct Guidelines

(Code of Conduct - This policy was implemented July 2019)

National Quality Standard 6: Collaborative Partnerships with families and communities.

National Quality Standard 7: Governance and Leadership

The Family Conduct Guidelines works in conjunction with the Service's Grievance Policy, Enrolment Form, Parent Handbook, Code of Ethics and Child Wellbeing Arrangements. The Family Conduct Guidelines are in place to emphasis the commitment and ethical responsibilities each family adopt when enrolling at the Service.

Aim

The aim of the Family Conduct Guidelines is to provide a clear pathway, supporting families and the Service in communicating and interpersonal skills. This includes acting as an advocate for individual children and discussing more complex and challenging issues that call for astute attention and respect.

It is anticipated that all stakeholders within the Service will adopt the following qualities during their interactions:

- Honesty
- Integrity
- Inclusivity
- Democracy
- Respect
- Confidentiality

Communication

It is expected that families will collaborate with their child's Educator/s, working together to support the child in their learning and development. Our Educators understand that families are busy and often eager to find ways to strengthen the connection between home and the Service. Effective communication builds understanding and trust, for Educators working with families building a positive partnership includes sharing knowledge and experiences to understand the child. We appreciate when families share information with our Educators about the child. This may include, a restless night, something the child has disclosed, an activity or experience the child would like to do etc. This helps our Educators to support the child throughout the day.

Meeting with Educators or Management

It is not always possible or effective to discuss issues 'on the spot'. Usually, the most communication between families and educators occurs at child drop-off and pick-up times. This transition time typically is not conducive to meaningful exchanges; families can be rushed, Educators are understandably focused on children's transitions, and in the case of full-day programs, Educators who spend the largest amount of time with your child may not be available or not rostered on that day.

We encourage families to arrange a time away from the learning environment, where the educator can give families their full attention and make decision that have been given careful consideration. We are also mindful of discussing a child in the presence of others.

Respecting our Educators

We request that all stakeholders involved with the Service are respected. This includes respect for our Educators, respect for the children and respect for the families.

If we work to share information, contribute ideas and together, reflect on practices we will have a network for your child that not only supports their time here at the Service, but will also see them thrive.

We all have a common goal: What's best for your child. With that in mind, this journey will be rewarding for all.

Confidentiality

Confidentiality is something we will not waiver on and expect the same from everyone involved, Educators and families alike. If you do have concerns regarding your child, please see your child's Educator to arrange a time to meet. The meeting will be in a private area within the Service. If issues are still unresolved, then contact our Director or Nominated Supervisor and reschedule a second meeting.

Grievances

If there is an incident that has occurred that families are concerned with, we always want to hear and discuss the issue. We ask families to be mindful about discussing or talking about sensitive issues in front of others, including children. If you have concerns, please follow our Grievance Policy.

Child Care Subsidy Obligation

We remind families that there are some issues that the Educators have no influence over. There are also some issues that the Service has no control over such as Child Care Subsidy, and timing of payments to the Service and your account.

When families enrol their child into the Service, it is the family responsibility to provide us with the required information to receive the Child Care Subsidy. This includes the correct Customer Reference Number (CRN) and the date of birth of the child and parent/guardian the child is linked with.

To receive the Child Care Subsidy (CCS) families are obligated to confirm the child's enrolment at the Service. This is the final step to complete the Child Care Subsidy. It is important for families to understand that until this step is complete, Child Care Subsidy entitlements will not be confirmed.

Families are required to advise if their circumstances have changed. This includes:

- Advising if the child begins primary school
- If families recognised activity details have changed
- The Families income has changed
- The Care arrangements have changed
- Personal circumstances have changed
- There has been a change of address
- If the family leaves Australia

Families are advised that most changes can be made using the Centrelink online account through myGov. Families may incur a debt if they have not notified the changes within 14 days.

Breach of Family Conduct Guidelines (Code of Conduct)

If parents or family members are consistently in breach of these guidelines and following an evaluation by the Nominated Supervisor and/or the Approved Provider, any related enrolment/s may be at risk of being terminated.