

DOCUMENT ID	OP-SN-PO-14
DOCUMENT OWNER	St Nicholas Executive Director
APPROVAL DATE	2015
APPROVED BY	CEO
LAST REVIEW DATE	August 2022
NEXT REVIEW DATE	August 2024
INDIVIDUAL PROCEDURES INCLUDED:	
OTHER DOCUMENTS/ LEGISLATION TO BE REFERENCED:	<ul style="list-style-type: none"> <li>• Curriculum Development Procedures</li> <li>• Health and Safety Procedures</li> </ul>

### Purpose

The Diocese of Maitland-Newcastle (the Diocese) is committed to the delivery of services consistent with the principles and standards detailed in the resource Integrity in the Service of the Church and ensuring that these services support the health and well being of children in our care.

Children in the care of St Nicholas must be provided with the highest level of protection given their vulnerability whilst being afforded developmental opportunities that lie outside the immediate St Nicholas Care environment.

### Policy

St Nicholas will provide opportunities for children in its care to attend excursions that provide specific developmental activities that cannot be provided within the service environment.

All excursions shall be aligned to the curriculum, be age/developmentally specific and delivered in a child safe environment.

Any proposed (non regular) excursion shall be notified to families a minimum of 4 weeks prior to the excursion occurring and include details such as cost and any special requirements.

## Definitions

For the purpose of this policy:

- Developmental activities means practical activities involving children that develop their knowledge, skills and capabilities
- Age specific means the activity has been developed based on the age (capability) of children for which it is being presented
- A child safe environment means the physical and emotional environment of St Nicholas that supports health and well being, child development and freedom from emotional and physical harm.

## Scope

The policy relates to all staff and families of St Nicholas and any activity delivered to children in our care where the activity is delivered outside the St Nicholas site.

## Policy Context

This policy should be read in conjunction with the Curriculum Development and Implementation Procedure.

## Relationships to Standards

Std 1: Education Program and Practice

Std 2: Children's Health and Safety

Std 6: Collaborative Partnerships with Families and Communities

## Responsibilities

The Service Director/Nominated Supervisor is responsible for conducting routine checks to ensure staff compliance with the policy.

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The Area Service Manager is responsible for the review and implementation of actions to ensure the health and well-being and development of children.

All employees (paid or unpaid) are responsible for the health and well-being of children and reporting of any breaches in the policy.

All families are responsible for reading and complying with this policy so that development opportunities are provided in a child safe environment.

### Legislative/Professional Guidelines

Belonging, Being & Becoming – The Early Years Learning Framework for Australia:

<https://www.education.gov.au/early-years-learning-framework-0>

Guide to the National Quality Standard, ACECQA: [www.acecqa.gov.au/sites/default/files/2018-11/Guide-to-the-NQF\\_0.pdf](http://www.acecqa.gov.au/sites/default/files/2018-11/Guide-to-the-NQF_0.pdf)

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