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## **2.11 Child Care Services Taree & Districts Inc.**

### **Excursions and Public Transport Policy**

**Child Care Services Taree & Districts Inc. (CCSTD) believes that excursions enhance participant learning by providing them with opportunities to participate in the community. Planned activities and experiences encourage participant choice, inclusion and wellbeing. All excursions undertaken by support workers should be planned and conducted in a safe manner ensuring participants wellbeing is maintained at all times in accordance with NSW Disability Service Standards. Excursions will be conducted with the Participants goals, safety and wellbeing in mind at all times.**

#### **The Purpose of the Policy**

Child Care Services Taree & Districts Inc. (CCSTD) acknowledges the value of relevant excursions to educate participants and their families and gain a greater insight of the society in which they live, and learn from these experiences. Our service will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Excursions are designed to allow participants to explore their physical and social environment, including their local community. Participants will be involved in choosing excursions to encourage choice. Where necessary participant representatives will be involved in planning and approval of excursions. Potential risks will be assessed following guidance from our Duty of Care and Dignity of Risk policy. Where necessary the CCSTD Risk Assessment Form should be used.

#### **Public Transport**

Public Transport is another way of encouraging inclusion, social and community participation. It is essential that journeys by public transport are carefully planned and assessed.

#### **Excursion and Public Excursion Strategies**

Child Care Services Taree & Districts Inc. must consider the following when organising any excursions with Participants;

- Is the activity relevant to the participants NDIS Goals? Has the participant or family been involved in the decision making process?
- Is authorisation required for the excursion by the participant's family or participants representative?
- What equipment is needed? Using the participants medical details, health care plan and filling in a Risk Assessment Form will assist providers in deciding on equipment that should be brought along on excursions e.g. epi pen and emergency contact details.
- Is the destination/location suitable for the participant?
- Can supervision be provided at all times by the support worker?
- A routine excursion form must be completed for any excursion which may occur on a regular basis at the commencement of a placement in consultation with the participant and the family and submitted to the provider to remain on participants file.
- A Non-routine excursion form must be completed for any other excursions and must be signed by the participant, participants representative or parent of a child prior to the excursion taking place, this is submitted to the provider before the excursion occurs.
- A First Aid Kit must be taken on all excursions.

#### **Insurance**

Any excursion planned must be consistent with the requirements/exclusions of the Public Liability Cover held by the support worker. Management must review their insurance policy prior the excursion to ensure liability is protected.

### **Relevant Legislation and Standards**

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Health Records and Information Privacy Code of Practice 2005 (NSW)
- Freedom of Information Act 1982
- Privacy and Personal Information Act 1988 (NSW)
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)
- Disability Services Act (2011)
- Disability Services Regulations (2015)
- Personal Information Protection Act (2004)
- National Standards for Disability Services
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011