Partnerships with families  
8th March to 12th March 2021

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* ensuring the decisions we make help each child:
  + develop a strong identity
  + connect with and contribute to their community
  + develop a strong sense of wellbeing
  + become a confident and involved learner
  + develop effective communication.

You can assist us greatly in this by sharing what your child likes, dislikes, watches, listens to, eats, visits, participates in etc. We welcome all this information.

* reviewing our Excursion Policy. A summary follows:

**Excursion Policy**

The Nominated Supervisor or educators will:

* complete a risk assessment before an excursion covering the criteria listed in the policy which include consideration of proposed activities, staffing ratios, need for volunteer assistance (eg parents), mode of transport, ensuring children get on/off transport safely, route, hazards at site (eg water hazards), children’s health needs and length of excursion
  + risk assessments are only required for ‘regular outings’ if one hasn’t been written within the last 12 months of the excursion date. Regular outings are walks, drives or trips to places that children visit regularly and which have substantially the same risks each time
* ensure parents authorise their child going on the excursion *before* the excursion (unless it’s a ‘regular outing’ and parents have authorised within the last 12 months). The authorisation must include the items listed in the Policy, including the excursion date (unless ‘regular outing’), destination, proposed activities, type of transport (if any), length of excursion, number of children going, ratio of educators to children, number of extra adults attending, items child should bring and advice about availability of risk assessment
* always implement the Excursion Procedure to eliminate/minimise risks. In addition to the points above this includes completion of excursion checklist before excursion, process for checking rolls and doing headcounts when leaving service and destination, and process if child is ill/injured during excursion.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor