Partnerships with families
25th April to 29th April 2022

Dear Families,

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

* ensuring that the decisions educators make when implementing the My Time Our Place Framework for School Age Care (MTOP) promote each child’s:
	+ identity
	+ community connections
	+ wellbeing
	+ communication skills
	+ desire and ability to learn

The MTOP Guide includes learning outcomes, and indicators which give examples of ways children and educators can meet or promote the outcomes. Like to know more? Educators and our Educational Leader are always happy to discuss this with you

* reviewing our ExcursionPolicy. A summary follows:

**Excursion Policy**

The Nominated Supervisor or educators will:

* complete a risk assessment before an excursion covering criteria which include proposed activities, duration, route and destination (including any water hazards), educator to child ratios and need for additional volunteer assistance (eg parents), mode of transport, child restraint/seat belt requirements and process for ensuring children get on/off transport safely, and children’s health/medical needs
	+ 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, for example, the excursion date, or if ‘regular outing’ a description of when the child will be taken on the outings, destination, proposed activities and duration, type of transport (if any), child restraint/seat belt requirements, expected number of children, educator to child ratios, and number of extra adults attending, items child should bring and advice risk assessment is available at service
* update risk assessments for regular outings and obtain new authorisations when circumstances change
* always implement the Excursion Procedure to eliminate/minimise risks. In addition to above this includes completing 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