

Errata Sheet

Title and commencement

- 1 Title and commencement** – these criteria may be cited as the Licensing Criteria for Home-based Education and Care Services 2008.

These criteria came into force on 1 December 2008. Amendments came into effect on 28 August 2009.

- 4** (f) **outing** or **excursion** means –
- i. being outside the licensed premises whilst receiving education and care from the service; but
 - ii. does not include an outing for the purposes of emergency evacuations, drills or the receipt of urgent medical attention.
 - iii. regular outing or excursion means – outings or excursions that parents have agreed to at the time of their child’s enrolment, that are part of an ongoing planned and consistent routine of education and care.
 - iv. special outing or excursion means – outings or excursions that parents have agreed to prior to the excursion or outing taking place, that are not a regular outing or excursion.
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Health and safety

HS14 Whenever children leave the premises on an outing or excursion:

- assessment and management of risk is undertaken;
- parents have given prior written approval of their child’s participation;
 - i. for regular outings or excursions at the time of enrolment; and
 - ii. for special outings or excursions prior to the outing or excursion taking place; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.

Documentation required:

A record of outings or excursions. Records include:

- the names of adults and children involved;
 - the time and date of the outing;
 - the location and method of travel;
 - assessment and management of risk;
 - evidence of parental permission for the regular outings or excursions at the time of enrolment; and
 - evidence of parental permission for special outings or excursions.
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Governance, management and administration

GMA6 Suitable human resource management practices are implemented. A process is in place to manage the selection and training of educators.

Documentation required:

Processes for human resource management. Processes at least include:

- procedures for the selection and appointment of suitable educators;
 - job/role descriptions;
 - training plans for educators with little or no previous experience in early childhood education;
 - induction procedures into the service;
 - a system of regular appraisal;
 - provision for professional development;
 - a definition of serious misconduct; and
 - discipline/dismissal procedures.
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