

Excursion – Incursion Policy

Aim

To ensure all appropriate measures are taken to ensure children enjoy safe excursions into their community.

Implementation

Our educators recognise that excursions and regular outings offer a fun way of connecting children with their community, contribute to their sense of belonging and provide endless opportunities to extend children's learning. Information gained during excursions can be used to plan ongoing activities and experiences that may last days or weeks as learning about one thing leads to new and exciting discoveries about related or different topics.

Excursions also allow educators to demonstrate how their practice is shaped by meaningful engagement with the community.

Children's health, safety and wellbeing during excursions and regular outings is a priority. Children will only be taken on an excursion or regular outing if we have appropriate authorisation and they will always be conducted in ways that minimise and address any risks identified in our risk assessments.

Risk Assessments

Safety during excursions is a priority. The Nominated Supervisor or educators will always complete a risk assessment to identify, assess and remove or reduce risks the excursion may pose to the safety, health and wellbeing of and each child before children are transported unless the arrangement is a 'regular outing (ie a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances and risks are substantially same on each outing) and a risk assessment has been completed within the last 12 months. The risk assessment will cover:

- Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised (this may include sun protection considerations)
- Proposed route and destination
- Any water hazards and associated risks
- Means of transport and child restraint/seat belt requirements
- The process for entering and exiting the service premises or destination, and procedures for embarking and disembarking transport, including how each child will be accounted for
- Number of educators and children (and ratio)

- Whether extra adults are required for supervision/safety -educator to child ratios are minimum requirements. You may discuss supervision strategies at a staff meeting eg sourcing high viz vests and ropes which children can hold on to
- Any special skills required
- Proposed activities
- Proposed duration
- Any specific health care needs or medical conditions that need to be managed
- Items that should be taken

The Nominated Supervisor will update risk assessments for regular outings and obtain new authorisations from parents/guardians when circumstances that may affect the arrangements change, including for example:

- weather conditions (summer versus winter, extreme weather events like heatwaves, floods and bushfires)
- changes in routes for example because of road works
- the numbers and vulnerabilities of children.

Authorisations for Excursions

Authorisation for a child to be taken on an excursion must be given by a parent or other person named in the child's enrolment record as having authority to authorise the excursion unless the arrangement is a 'regular outing and there's an authorisation which is less than 12 months old. The authorisation will include:

- Child's name
- If it's a regular outing, a description of when the child is to be taken on the regular outings
- If it's not a regular outing, the date of the excursion
- Destination and proposed activities
- if transport involved, the means of transport, and any requirements for seatbelts or safety restraints under the relevant state/territory law
- How long the child will be away from the centre
- Expected number of children attending
- Expected ratio of educators to children
- Expected number of additional adults who will be attending
- Items child required to bring from home for excursion
- Advice risk assessment available at service.

Excursion Procedure

The Nominated Supervisor and educators will always implement the Excursion Procedure to eliminate or minimise any risks associated with an excursion and ensure compliance with all Regulations.

Related Policies

Acceptance and Refusal of Authorisations Policy
Emergency Management and Evacuation Policy
Incident Injury Trauma and Illness Policy
Physical Environment Policy (Sun Safety and Water Safety)
Staffing Arrangements Policy
Transport Policy

Sources

National Quality Standard

2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
6.2.3 Community engagement – The service builds relationships and engages with its community
7.1.2 Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3 Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

Education and Care Services National Law

165 Offence to inadequately supervise children

Education and Care Services National Regulations

4 Definitions (Regular Outing)
89 First aid kits
99 Children leaving the education and care service premises
100 Risk assessment must be conducted before excursion
101 Conduct of risk assessment for excursion
102 Authorisation for excursion
168(2)(g) Education and care services must have policies and procedures dealing with excursions, including procedures complying with regulations 100 to 102

My Time Our Place

Learning Outcome 4

Children transfer and adapt what they have learned from one context to another.

Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity

Learning Outcome 5

Children interact verbally and non-verbally with others for a range of purposes.

Tools

Excursion Procedure

Excursion - ACECQA Risk Assessment Template

Authorisation - Excursion

Authorisation - Excursion Regular Outing

Excursion Checklist Nominated Supervisor

Excursion Checklist Educators

Excursion Evaluation

Review

The policy will be reviewed annually by the Approved Provider, Supervisors, Employees, Families and any committee members.

- **Last reviewed: 25th March 2025** **Date for next review: 25th March 2026**

Authorisation - Excursion

Dear Parent/Guardian,

We have organised an excursion for your child as outlined below. If you're happy for your child to attend, please complete the authorisation below.

Date of Proposed Excursion

Destination (s)

Reason for Excursion



Proposed Activities

Means of transport to and from venue and any legal requirements for seatbelts or safety restraints

Period your child will be away from the Service

Number of Educators Attending _____

Number of Children Attending _____

Ratio of Educators to children _____

Number of Extra Adults Attending _____

Items children need to take

Please complete this section and return by <insert date>

Child's Full Name _____ **Your full name** _____

Relationship to Child _____ **Current Emergency Contact Number** _____

Interested in Volunteering to the Attend the Excursion? ☐ **Yes** ☐ **No**

By signing this Authorisation I agree to and understand the following –

- My child has permission to attend the excursion unless I withdraw my consent in writing which I may do at any time prior to the excursion
- I am listed on the child's Enrolment Form as a parent/guardian or an authorised person named on the enrolment form
- I have read all the excursion details and understand I can view the Excursion Risk Assessment and Excursion policies and procedures at the service.

Signature

Name (please print)

Date

Authorisation - Excursion Regular Outing

Dear Parent/Guardian,

We have organised a regular outing for your child as outlined below. A regular outing means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances and risks are the substantially same on each outing.. If you're happy for your child to attend the outings, please complete the authorisation below.

When your child will be taken on the regular outings

Destination (s)

Reason for Excursion

Proposed Activities

Means of transport to and from venue and any legal requirements for seatbelts or safety restraints

Period your child will be away from the Service

Number of Educators Attending _____

Number of Children Attending _____

Ratio of Educators to children _____

Number of Extra Adults Attending _____

Items your child needs to take

Please complete this section and return by <insert date>

Child's Full Name _____ Your full name _____

Relationship to Child _____ Current Emergency Contact Number _____

Interested in Volunteering to the Attend the Excursion? ☐ Yes ☐ No

By signing this Authorisation for Regular Outing Excursions, I agree to and understand the following –

- My child has permission to attend the regular outing as described above for 12 months from the date this authorisation is signed unless I withdraw my consent in writing which I may do at any time
- I am listed on the child's Enrolment Form as a parent/guardian or an authorised person named on the enrolment form

- I have read all the excursion details and understand I can view the Excursion Risk Assessment and Excursion Policies and Procedures at the service

Signature

Name (please print)

Date

Excursion Educators OSHC

NQS 2.2.1 Supervision

7.1.2 Management systems

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that **ALL** the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

ED1	ED2	ED3	ED4	ED5	About to go on excursion
					A risk assessment has been completed
					Each child has been authorised to go on excursion
					Educator/child ratios will be met AND there will be adequate supervision
					At least one educator attending has current first aid/asthma/anaphylaxis qualifications
					A list of children attending the excursion is left at the service and a copy carried by the Supervisor
					All children are clothed appropriately eg jumpers, sun hats, appropriate footwear
					All children are wearing sunscreen if the UV index is or will be 3 or higher

					The following items will be taken on the excursion
					• A fully stocked first aid kit
					• Each child's current emergency contact numbers/details
					• A charged mobile phone
					• Medication and medical management plan for relevant children
					• Enough drinking water to last whole excursion if none available at venue
During Excursion					
					Educators follow the timetable and itinerary for the excursion
					All educators (and any additional adults) constantly supervise children
					The attendance list is regularly used to check the presence of all children
					A specific educator directly supervises any child with a medical/health condition (eg allergy)
					The educator in the previous point holds the child's medication and management plan throughout the excursion
					Educators follow service policies and procedures at all times eg not on Facebook or phone during excursion
					Children access shaded areas when available/appropriate
After Excursion					
					Evaluation of excursion completed

Actions required			
Date actions to be completed	.../.../..	Date actions completed	.../.../

Excursion Procedure

See also Transport Procedure Excursions if transport involved.

Before excursion

0. If you haven't organised excursions very often start with something small ie walk to the park with a small number of children
 - consider children's interests
 - ask families and educators for suggestions/contacts they may have
 - consider whether visiting families at their work is a possibility
 - make contact with local organisations
1. Pick a suitable venue
 - Educators (and Nominated Supervisor if required) visit venue and take note of any issues that may need to be addressed in risk assessment and opportunities venue provides for learning
2. Nominated Supervisor makes sure excursion meets the requirements/exclusions in service public liability insurance
3. Educators or Nominated Supervisor completes written risk assessment before excursion and manages identified risks.
 - Risk assessments are required for excursions that are regular outings if a risk assessment has not been conducted within the last 12 months of the excursion date. Regular outings are walks, drives or trips to places that we visit regularly and which have substantially the same risks
 - Educators may conduct risk assessments if they have experience conducting excursions. The Nominated Supervisor must check these
4. If risk assessment satisfactory, Nominated Supervisor or educators give parents/guardians at least **48 hours** notice of excursion. This notice period will generally be at least **two weeks**.
 - No notice is required if parents/guardians have already signed written authorisation for a regular outing and the circumstances and risks are substantially the same
5. Educators or Nominated Supervisor get written authorisation for excursion from all parents/guardians whose children are attending before each excursion (only required once every 12 months if regular outing)
6. Educators complete Excursion Checklist before excursion which includes:
 - at least one educator attending has current first aid/asthma/anaphylaxis qualifications
 - they have a first aid kit and charged mobile phone
 - they have current list of children attending and their current emergency contacts
7. Discuss what is happening on excursion and behaviour required with children

Leaving Service

8. Look at each child and check name off roll
9. Do a head count and ensure number matches number of children on roll
10. If a child is present but not named on the roll or vice versa, confirm arrangements for the day with service/parent before leaving and update roll

11. If extra adults are attending (eg parent helpers)

- give adult list of any specific children they are supervising
- clearly outline their responsibilities

Enroute to and at destination

Supervise children

- never leave children unattended
- if child gets sick or hurts themselves during trip
 - if medical emergency ring ambulance on 000 and follow all instructions until ambulance arrives, otherwise apply appropriate first aid
 - ring parents/guardians and advise they will need to collect child from destination (eg service) or they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
 - complete incident, injury form
 - notify regulatory authority if required.
- complete medication record if medication administered to child during excursion

Leaving destination

- check name off roll and do a head count prior to leaving (must match number of children on roll and number counted when leaving service)
- if child is missing immediately conduct search for child at destination. If child can't be located immediately call parents/guardians, and police on 000 and follow any instructions

Arriving back at Service

- look at each child, check name off roll and do a head count
12. implement activities at the service to extend learning from excursion
13. Nominated Supervisor and educators evaluate success of excursion and implement any measures to improve safety or learning
14. Nominated Supervisor updates QIP with any improvements.

Transport Procedure Excursions

See Transport Procedure if transport is not part of an excursion.

Educators and volunteers must not consume tobacco, drugs or alcohol during trip.

Before excursion starts

The Nominated Supervisor will:

- nominate the driver (if using vehicle owned or operated by service)

- nominate the lead educator responsible for ensuring an excursion runs smoothly and children are adequately supervised (eg room/group leader)
- nominate the checker responsible for checking vehicle at end of trip (may be same person as lead educator)
- ensure transportation meets the requirements/exclusions in service public liability insurance.

The Nominated Supervisor, educators and volunteers will also make sure:

0. a risk assessment has been completed. Complete before excursion, or for regular outings, make sure there's a risk assessment less than 12 months old
1. they have written authorisation for every child to leave service. Obtain before each excursion, or for regular outings obtain annually
2. required educator/child ratios will be maintained and there'll be adequate supervision (driver cannot supervise children). Include educator/volunteer familiar with children's special needs if relevant
3. make sure seat belts/booster seat arrangements meet legal requirements and the number of occupants will not exceed the legal capacity of the vehicle (eg displayed on bus compliance plate)
4. excursion checklist completed which includes:
 - at least one educator attending has current first aid/asthma/anaphylaxis qualifications
 - they have a first aid kit and charged mobile phone
 - they have current list of children attending and their current emergency contacts
5. there are no loose or heavy objects where passengers sit which could dislodge during sudden braking.

Make sure driver

6. parks vehicle at the curb or in a protected parking area/driveway and turns off engine before children alight
7. only starts driving when told it's safe to leave
8. always follows road rules
9. does not talk on mobile phone, including hands free
10. does not play loud, distracting music
11. is not impaired by alcohol or legal/illegal drugs.

Leaving Service: As each child enters transport (eg bus)

- escort children to transport
- as children embark look at each child and check name off roll
- do a head count and ensure number matches number of children on roll
- if a child is present but not named on the roll or vice versa, confirm arrangements for the day with service/parent before leaving and update roll

- fasten children's seat belt/safety restraint. Make sure car seats, booster seats and seat belts are properly secured, including those for children with special needs and for older children who have fastened their own. Do not let children share restraints.

15. If extra adults are attending (eg parent helpers)

- give adult list of any specific children they are supervising
- clearly outline their responsibilities

Enroute to and at destination

Supervise children

12. ensure they're comfortable at all times eg adjust ventilation and heating/cooling before it becomes stuffy or too hot/cold
13. never leave children unattended
14. stop children doing anything dangerous during the trip eg drinking, eating, standing and any other dangerous activities while in the vehicle
15. ensure at least one educator sits at back of vehicle for optimal vision
16. if child gets sick or hurts themselves during trip
 - if medical emergency ring ambulance on 000, follow all instructions and park vehicle in safe location until ambulance arrives, otherwise apply appropriate first aid
 - ring parents/guardians and advise they will need to collect child from destination (eg service) or they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
 - complete incident, injury form
 - notify regulatory authority if required.
- complete medication record if medication administered to child during excursion

Leaving destination

- **as children embark** look at each child, check name off roll and do a head count prior to leaving (must match number of children on roll and number counted when leaving service)
- fasten children's seat belt/safety restraint. Make sure car seats, booster seats and seat belts are properly secured, including those for children with special needs and older children who have fastened their own. Do not let children share restraints
- 17. if child is missing immediately conduct search for child on transport and at destination. If child can't be located immediately call parents/guardians, and police on 000 and follow any instructions.

Arriving back at Service: As each child leaves transport (eg bus)

18. **as children exit bus** look at each child, check name off roll and do a head count
19. make sure no child is left on transport eg look carefully on and under seats and in storage areas
 - never leave child alone on transport for any reason eg they have fallen asleep

20. escort children into service/destination or hand them into the care and supervision of a staff member.

At Service

16. implement activities at the service to extend learning from excursion
17. Nominated Supervisor and educators evaluate success of excursion and transportation and implement any measures to improve safety or learning
18. Nominated Supervisor updates QIP with any improvements.

Where trains are used this procedures should also be followed where applicable. In addition:

- Nominated Supervisors to contact the station before travel and advise the time children will be travelling, the destination and the number of children and adults. This will help the station inform the train guard so that he/she can ensure children board and alight safely
- Educators to arrive at station with an adequate amount of time to allow for safe boarding. They will ensure children are in one carriage if possible, are seated and supervised by an adult at all times.