



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: EXCURSIONS AND INCURSIONS

POLICY STATEMENT

Our service is committed to providing excursions and incursions that are well considered and planned with careful consideration to the health, safety and wellbeing of children and adults at all times. Excursions and incursions provide the opportunity to expand and enhance children's experiences and engage in meaningful ways with their communities. Excursions also provide opportunities for children to explore different environments. An excursion will only take place once all relevant documentation has been completed - including a risk assessment and a signed authorisation form. Prior to the excursion, we will ensure that all educators thoroughly understand their role and responsibilities including the specific procedures detailed in this policy which must be followed prior, during and post the excursion.

BACKGROUND

The Education and Care Services National Regulations requires Approved Providers to ensure their services have policies and procedures in place for managing excursions. Excursions and incursions will be conducted with the children's safety and wellbeing in mind at all times. This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit our service.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

DEFINITIONS

Excursion: An outing organised by an education and care service.

Regular Excursion/Outing: An outing organised by an education and care service, that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are substantially the same on each outing.

Incursion: An activity organised by an education and care service, whereby an outside body is employed or engaged to visit the service to run an educational program and to promote culture and diversity. For example, a visit from a dentist or a performance from an Aboriginal dance group.

CONSIDERATIONS FOR EXCURSIONS AND INCURSIONS

The purpose of the excursion or incursion should be clearly identified by the Nominated Supervisor, providing information on how the excursion or incursion supports the educational program and contributes to the outcomes for children.

- Excursions/incursions should be planned in advance and consideration given to the:
 - Time away from the service.
 - Availability of toilet and washing facilities.
 - Access to safe drinking water.
 - Adequate health and hygiene practices.
 - Possible risk to children (identified in risk assessment).
 - Accessibility for all children.
 - Transportation.
 - Cost.
 - Weather- wet weather arrangements.
 - Risk Assessment documentation provided by the excursion venue.
 - Teaching children safety procedures and responsibilities whilst on an excursion.
 - Safety and wellbeing of children whilst at the service whilst participating in an incursion (identified in risk assessment).

EXCURSION/INCURSION RISK ASSESSMENT

The Nominated Supervisor must conduct a detailed risk assessment before an authorisation is scheduled under to determine the safety and appropriateness of the excursion/incursion. If the excursion involves transporting children, the risk assessment must adhere to all components of regulations as specified in the Safe Transportation of Children Policy. If the excursion is a regular occurrence, a risk assessment will only be carried out once in a 12-month period, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

- The risk assessment must:



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- Identify and assess possible risks that the excursion/incursion may pose to the health, safety and wellbeing of any child being taken on the excursion or participating in the incursion.
 - Specify how the identified risks will be managed and minimised.
 - Consider the proposed route and destination for the excursion.
 - Identify any water hazards.
 - Reflect on any risks associated with water-based activities.
 - Consider the transport to and from the proposed destination for the excursion.
 - Consider the duration of the transportation.
 - Consider any requirements for seatbelts or safety restraints.
 - The process for entering and exiting the education and care service premises and the pick-up location or destination (as required).
 - Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.
 - Consider number of adults and children involved in the excursion.
 - Consider the risks posed by the excursion/incursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required to ensure children's safety.
 - Consider planned activities.
 - Determine duration of the excursion.
 - Consider items that should be taken on the excursion.
 - Consider strategies for accounting for all children and ensuring consistent supervision while on the excursion. Particularly during transition times such as, ensuring all children have been transported to the destination and have been returned to the service at the conclusion of the excursion.
 - Ensure access for emergency services.
 - Consider availability of toilets, hand washing and shade.
 - Ensure adequate mobile phone coverage.
- Once the risks have been identified, they will be categorised as high, medium or low and management of the risks will be detailed.
 - Families have a right to view the risk assessment prior to the excursion/incursion upon request in which the service must comply with ensuring all information is available.

PARENT/FAMILIES AUTHORISATION

Families are notified of excursions that are due to take place both verbally and by being provided with an excursion permission form. Before a child is allowed to go on an excursion, a parent/guardian or authorised nominee as stated in the child's enrolment form, must provide written authorisation on the excursion permission form. If the excursion is a regular outing, written authorisation is required once in a 12-month period and all parents/guardians will be asked to complete and sign excursion permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

- The excursion permission form must state:
 - The child's name.
 - The reason the child is to be taken outside the premises.
 - The reason the child is to be transported (if transportation is included in the excursion).
 - If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing.
 - The date the child is to be taken on the excursion and transported.
 - A description of the proposed pick-up location and destination for the excursion.
 - The method of transport to be used for the excursion.
 - The proposed activities to be undertaken by the child during the excursion.
 - The period the child will be away from the premises.
 - The period of time during which the child is to be transported.
 - The anticipated number of children likely to be attending the excursion.



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- The anticipated educator to child ratio attending the excursion to the anticipated number of children attending the excursion.
 - The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion.
 - Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
 - That a risk assessment has been prepared and is available at the Service.
 - That written policies and procedures for transporting children are available at the Service.
- Families are notified of incursions that are due to take place at the service. If the Nominated Supervisor has determined that permission is required for participation, a parent/guardian or authorised nominee must provide written authorisation on the Incursion Permission form.

STAFFING ARRANGEMENTS

- Ratios will continue to be met while on an excursion and depending on the supervision requirements, may need to be higher to ensure adequate supervision.
- Consideration for adequate supervision may include:
 - The number, age and ability of children.
 - The number and physical positioning of educators.
 - Each child's current activity.
 - Risks related to the mode of transport (for example, walking).
 - Visibility and accessibility.
 - The experience and skill of each educator.
- The number of educators will also be adequate to supervise any responsible adults who volunteer to assist with the excursion.
- Consideration will be given to the number of educators who have the required first aid qualifications and the number of educators required to educate and care for children who remain at the service.
- Where a group of children are taken on an excursion and while a number of children remain at the service, at least one educator who holds the following qualifications must be in attendance at both the excursion and at the service where children are being educated and cared for, and must be immediately available in an emergency:
 - A current approved first aid qualification including cardio-pulmonary resuscitation.
 - Has undertaken current approved anaphylaxis management training.
 - Has undertaken approved emergency asthma management training.
- All adults attending the excursion will be made aware of what must be done in the event of an emergency and the risk assessment for the excursion.

FAMILIES AND VOLUNTEERS

- Families will be encouraged to participate in excursions to increase the number of responsible adults and assist in ensuring the health, safety, and wellbeing of children.
- Volunteers cannot be counted in order to meet ratio requirements under the Education and Care Services National Regulations.
- Family members wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- Volunteers will not be left in sole charge of children (including their children) and must be supervised by an educator at all times.
- All volunteers attending the excursion will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency and are aware of the risk assessment for the excursion.
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TRANSPORTATION FOR EXCURSIONS



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Excursions involving transportation must adhere to the Safe Transportation Policy including ensuring a risk assessment has been completed prior to children being transported by the service and authorisation for the service to transport children as part of the excursion. It is a requirement of National Regulations that the means of transport is stated on the risk assessment record and parent authorisation record. Information must be included in the risk assessment about the process for embarking and disembarking the means of transport, including how each child is to be accounted for. Travel arrangements are made on the basis of individual excursion requirements and every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

CONDUCTING THE EXCURSION

All educators and volunteers attending the excursion will be informed of the following by the excursion coordinator (delegated by the Nominated Supervisor):

- Planned excursion timetable/itinerary.
- Any special requirements that need to be considered in relation to particular children and/or the excursion.
- Safety procedures that must be adhered to.
- The grouping of the children.
- Each individual educator/volunteer responsibilities.
- A list of children on the excursion will be left at the service and a copy carried by the excursion coordinator. This list must be checked at regular intervals throughout the excursion, including at the following times:
 - Upon leaving the service.
 - On arrival at the destination.
 - Preparing to leave the destination.
 - Upon arrival back at the service.
- Before leaving on the excursion, the excursion coordinator will prominently display a notice at the service which includes:
 - Destination of excursion.
 - Timetable/itinerary of excursion including expected return time to service.
 - Mobile phone number for excursion coordinator.
- Items to be taken on an excursion include:
 - Attendance record.
 - A suitably stocked first-aid kit including an EpiPen.
 - Any medication required by children on the excursion.
 - Any medical management plans for children on the excursion.
 - A fully charged and operating mobile phone with an appropriate telephone network.
 - Emergency contact details for all children on the excursion.
 - Sunscreen.
 - Sun safe hats for all children.
 - Hi viz vests for all children.
 - Nappy changing supplies (if applicable).
 - A water bottle for each child and water to refill the bottles if required.
 - Nutritious snacks.
 - Any other items as detailed in the risk assessment.
- Educators will continue to assess the excursion environmental factors throughout the excursion, in regard to all children's and adult's health, safety and wellbeing.
- If an approved parent/guardian or authorised nominee wishes to collect their child whilst on the excursion, they must sign the child out of the care of the education and care service (see, Arrival and Departure Policy).

MISSING CHILD DURING AN EXCURSION

In the event of a child being unaccounted for during an excursion, the following steps will immediately be taken:

- The person who identifies that a child is missing will inform the excursion coordinator who will check the Service Attendance Record to determine if the child was at some point collected by a parent/guardian or authorised nominee.



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- The designated educator will inform all adults involved in the excursion and will provide clear instructions regarding who is to remain with the children and who are to look for the missing child.
- Educators who are with the children must ensure that adequate supervision and reassurance is provided. Educators are to conduct a head count and roll call and check the Service Attendance Record to ensure that all other children are accounted for.
- Educators who are looking for the lost child must begin to thoroughly search the premises and check any organised meeting points (if applicable).
- The excursion coordinator must arrange for the venue to be alerted and request that an announcement is made (if applicable).
- The designated educator will inform the Nominated Supervisor who will contact the child's parents/guardians to advise of the situation. If they are not contactable they will attempt to contact an emergency contact listed in the enrolment form. Attempts will keep being made until contact has been made with a parent/guardian or emergency contact.
- If the missing child has not be located within 10 minutes, the excursion coordinator will notify the Police by calling 000 to report the child as missing.
- The excursion coordinator and Nominated Supervisor will liaise with Police, emergency services and parents as required.
- Upon return to the service, the excursion coordinator will complete an Incident, Injury, Trauma and Illness record.
- The Nominated Supervisor will remain in contact with the child's parents and Police/emergency services for updates regarding the child's location.
- Any staff involved in the excursion are to complete a detailed statement, explaining the incident that has occurred. This must be done on the same day and include the date and time along with signature of person who has written the statement.
- The Nominated Supervisor must make a notification to the Regulatory Authority within 24 hours of a serious incident via the [NQA-ITS](#).

POST EXCURSION

The excursion coordinator will report to the Nominated Supervisor after the excursion regarding:

- Any significant incidents that occurred while on the excursion.
- Any follow up actions that are required.
- The success of the excursion.
- Whether anything different needs to happen next time.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER AND NOMINATED SUPERVISORS WILL:

- Ensure there are policies and procedures in place for excursions and take reasonable steps to ensure those policies and procedures are followed.
- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Excursions and Incursions Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Consider the purpose of the excursion/incursion and the benefit that children will get from it.
- Ensure that educators and any responsible adults attending an excursion are aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency and are aware of the risk assessment for the excursion.
- Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion and will specify how the service will manage any risks identified.
- Allow parents to see the risk assessment should they wish to do so.



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- Ensure all relevant documentation is stored appropriately, including excursion/incursion permission forms which are saved to a child's Xplor profile.
- Appoint an excursion coordinator to be in charge of the excursion and ensure they have a thorough understanding of their responsibilities.
- Ensure that before departing for the excursion, risks will be checked including the weather to assess any increases to the level of risk and whether the excursion can proceed. Make alternative arrangements for adverse weather conditions if deemed necessary.
- Provide parent/guardians with an excursion permission form which includes all details regarding the excursion.
- Ensure that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or authorised nominee.
- If the excursion includes transportation, ensure the Safe Transportation of Children Policy is adhered to and that all educators and volunteers understand their roles in relation to this (see Safe Transportation of Children Policy).
- Ensure educator to child ratios are adhered to at all times and consider factors that could affect adequate supervision and strategies to eliminate these.
- Ensure educators are aware the procedures to follow in the event of an emergency.
- Ensure at least one educator or holds a current First Aid qualification, approved emergency Asthma management and approved Anaphylaxis management training
- Encourage parents and volunteers to participate in excursions where possible and ensure they are made aware of what is expected of them.
- Ensure that parents/guardians, volunteers and students and are adequately supervised at all times and are not left with sole supervision of any children.
- Include all children in excursions/incursions, regardless of their abilities, additional needs or medical conditions.
- Report any serious incidents to the Regulatory Authority within 24 hours of a serious incident via the [NOA-ITS](#).

EXCURSION COORDINATOR WILL:

(In addition to their responsibilities as an educator)

- Ensure that all children and adults are kept safe at all times throughout the excursion.
- Brief all educators and volunteers regarding how the excursion will be conducted and ensure that they are all aware of and understand their responsibilities.
- Ensure a notice is displayed at the service with all relevant excursion information, prior to departure.
- Ensure all items listed in this policy are taken on the excursion, including:
 - Each child's personal medication and current medical management plan.
 - A portable first aid kit (including required medication for dealing with medical conditions).
 - A mobile phone and emergency contact details for each child
 - Report to the Nominated Supervisor after the excursion to debrief.

EDUCATORS WILL:

- Check that a parent/guardian or authorised nominee, has given authorisation for their child to attend the excursion/incursion (if applicable) by completing the excursion permission form.
- Ensure a clear understanding of the following and ask for clarification from the Nominated Supervisor or Excursion coordinator if unsure on any parts:
 - Risk Assessment.
 - What to do in the event of an emergency.
 - What to do in the event of a lost child.
 - Safe transportation of children policy and procedure.
 - Depending on the type of transportation used - walking, bus or car, know the responsibilities for each type.
 - Responsibilities throughout the excursion.
- Ensure an accurate Service Attendance Record is kept and head counts are conducted at least every 30 minutes.
- Ensure all children are adequately supervised at all times to ensure that no child is ever left alone (two educators are to take a child to the bathroom if necessary).



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- Adequately supervise volunteers participating in the excursion, and ensure that they are not left with sole supervision of individual children or groups of children (including their own).
- Continually assess for all children's and adult's safety.

FAMILIES WILL:

- Complete an excursion permission form if they wish to authorise their child to go on the detailed excursion.
- Complete, a regular outing/excursion permission form if they wish to authorise their child to go on the detailed excursion at any time during the service operating hours.
- Read the details of the excursion/incursion provided by the service and ask for additional information if required.
- Ensure they make an educator aware if they wish to sign their child out mid-way through an excursion and follow the directions from the educator excursion coordinator regarding the signing out process, see Arrival and Departure Policy.
- Understand that, if they participate in an excursion or service event as a volunteer, they must adhere to all sections of this policy and will be under the immediate supervision of the excursion coordinator at all times and must follow any reasonable direction given to them.
- Ensure a clear understanding of the following and ask for clarification from the Nominated Supervisor or Excursion coordinator if unsure on any parts:
 - Risk Assessment.
 - What to do in the event of an emergency.
 - What to do in the event of a lost child.
 - Safe transportation of children policy and procedure.
 - Depending on the type of transportation used - walking, bus or car, know the responsibilities for each type.
 - Responsibilities throughout the excursion.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Excursions and Incursions Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 2	Children participate in decisions affecting them and are taken seriously
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training
Standard 8	Physical and online environments minimise the opportunity for abuse to occur.
Standard 10	Policies and procedures document how the organisation is child safe.

NATIONAL QUALITY STANDARD (NQS)

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2.2	Safety	Each child is protected.
2.2.1	Supervision	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
2.2.2	Incident and emergency management	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Sec. 51(4)(a)	Conditions of service approval- ensure number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
Sec. 165	Offence to inadequately supervise children
Sec. 167	Offence relating to protection of children from harm and hazards
4(1)	Definition regular outing
89	First Aid kits



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90	Medical conditions policy
91	Medical conditions policy to be provided to parents
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
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 of excursion
102(b)	Transport risk assessment must be conducted before service transports child
102(c)	Conduct of risk assessment for transporting of children by the education and care service
102(d)	Authorisation for service to transport children
123	Educator to child ratios-centre-based services
136	First Aid qualifications
151	Record of educators working directly with children
158	Children's attendance record to be kept by approved provider
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available

STATUTORY LEGISLATION & CONSIDERATIONS

- [Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
- [Education and Care Services National Regulations \(Amended 2023\)](#)
- [Road Transport \(Safety & Traffic Management\) Act 1999](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
 Australian Children's Education & Care Quality Authority (ACECQA). (2014).
 Australian Children's Education & Care Quality Authority (ACECQA). (2023). [Guide to the National Quality Framework](#).
 Australian Children's Education & Care Quality Authority (ACECQA). (2021). [Excursions. Policy Guidelines](#).
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#).
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Kids and Traffic Early Childhood Road Safety Education Program (NSW) [Transporting Children Safely](#)
 NSW Government Centre for Road Safety. (2017):
<https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
 Revised National Quality Standard. (Amended 2023).

RELATED POLICIES

- Acceptance and Refusal of Authorisation
- Administration of Medication Policy
- Arrival and Departure Policy
- Child Safe Environment Policy
- Code of Conduct Policy
- Educational Program Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- First Aid Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Children Policy
- Privacy, Confidentiality and Children's Records Policy
- Safe Transportation of Children Policy
- Sun Safety Policy
- Supervision Policy
- Water Safety Policy



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- Family Participation and Communication Policy

RELATED DOCUMENTS

Excursion Permission Form
Excursion Risk Assessment

Regular Outing/Excursion Permission Form
Regular Outing/Excursion Risk Assessment

POLICY AUTHORISED BY	Prue Ritchie	POLICY REVIEWED	10/05/24
NEXT REVIEW DATE	10/05/25		
MODIFICATIONS	<ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated • Reference to 'Safe Transportation of Children' 		
PREVIOUS REVIEW			
POLICY AUTHORISED BY	Prue Ritchie	DATE	January 2021