

# Excursion Policy

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Excursions/Incursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to gain skills and knowledge in the current interest. Excursions are well planned and aim to maximise children's learning.

## National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.3.1	Children are adequately supervised at all times
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

## National Education and Care Regulations

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	Policies and Procedures are required

## PURPOSE

To ensure that all excursions and incursions undertaken by the Service are planned and conducted in a safe manner ensuring children's wellbeing is always maintained in accordance with national legislation. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local community.

## SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

## IMPLEMENTATION

Excursions will always be conducted with the children's safety and wellbeing in mind. We will regularly schedule incursions and visitors to our Service, however, if we feel an excursion will benefit the children we will adhere to the National Regulations and Service policies and procedures.

## Excursion Risk Assessment

Management must conduct a risk assessment which reflects national regulation:

### New Provisions

Definition regular transportation – regulation 4(1)

Transport risk assessment must be conducted before service transports child – regulation 102B

Conduct of risk assessment for transporting of children by the education and care service – regulation 102C

Authorisation for service to transport children – regulation 102D

Education and care service must have policies and procedures (transportation) – regulation 168(2) (ga)

### Amended provisions

Definition regular outing – regulation 4 (1)

Risk assessment must be conducted before excursion – regulation 100

Conduct of risk assessment for excursion – regulation 101(2)(d)

Authorisation for excursions – regulation 102(4)

<https://www.acecqa.gov.au/media/22736> (Risk Assessment Template)

- The Service will use an Excursion Risk Assessment Template
- The Service will notify families about the excursion using an Authorisation for Excursion
- Families have a right to view the risk assessment prior to the excursion upon request in which the Service must comply with ensuring all information is available.
- A risk assessment must
  1. Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion
  2. Specify how the identified risks will be managed and minimised
  3. Consider the proposed route and destination for the excursion and any water hazards
  4. Reflect on any risks associated with water-based activities
  5. Contemplate the transport to and from the proposed destination for the excursion
  6. Consider the ratio of adults to children involved in the excursion

7. Consider the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (for example: life-saving skills)
8. Consider the planned activities
9. Determine the duration of the excursion
10. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans etc)
11. Names and contact details of staff accompanying the excursion.

### Parent Authorisation

- The Nominated Supervisor must ensure that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided under sub regulation (4)
- The authorisation must be given by a parent or other authorised person named in the child's enrolment record
- The authorisation form must state
  1. The child's name
  2. Signature next to the excursion box
  3. The date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
  4. A description of the proposed destination for the excursion.
  5. The method of transport to be used for the excursion.
  6. The proposed activities to be undertaken by the child during the excursion.
  7. The period the child will be away from the premises.
  8. The anticipated number of children likely to be attending the excursion.
  9. The anticipated ratio of management staff and educators attending the excursion to the anticipated number of children attending the excursion
  10. That a risk assessment has been prepared and is available at the Service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period on the yearly enrolment form.

### Transportation for Excursion

- It is a requirement of the National Regulation that the means of transport be stated on the risk assessment record and parent authorisation record.

- The means of transport may mean:

1. Bus

Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. All children must sit on seats. Seat belt guidelines must be followed. Seat belts must always be worn  
Always stay seated.

### Insurance

- Management must review their insurance policy prior the excursion to ensure liability is protected by the Service.

### Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- National Quality Standards
- Early Years Learning Framework

### Review

Policy Review Date
November 2021

