EXCURSION/INCURSION POLICY

Excursions/incursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend ~~on~~ their skills and knowledge in the current interest topic. Our Service recognises that excursions provide opportunities for children to explore the wider community as a group and extend ~~on~~ the educational program provided.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management System	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 51	Conditions of service approval
S.165	Offence to inadequately supervise children
S. 166A	Offence to subject child to inappropriate conduct Offence relating to inappropriate conduct
S.167	Offence relating to protection of children from harm and hazards
4	Definitions
89	First Aid Kits
90	Medical conditions policy
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 for excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First Aid qualifications
149	Volunteers and students
151	Record of educators working directly with children
158	Children's attendance records 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	Policies and procedures are required
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy	Interaction with Children, Family and Staff Policy
Administration of Medication Policy	Orientation of Families Policy
Administration of First Aid Policy	Privacy and Confidentiality Policy
Child Safe Environment Policy	Respect for Children Policy
Code of Conduct Policy	Safe Transportation Policy

Delivery of Children to, and Collection from and Education and Care Service Premises Educational Program Policy Emergency and Evacuation Policy Family Communication Policy Incident, Injury, Trauma and Illness Policy	Safe Use of Digital Technologies and Online Environments Policy Sun Safety Policy Supervision Policy Water Safety Policy

PURPOSE

To ensure that all excursions and incursions undertaken by the Service are carefully planned and conducted in a safe manner, maintaining children's health, safety and wellbeing at all times in accordance with Education and Care National Regulations. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local and ~~the~~ wider community. We are committed to complying with all relevant legislation to support the planning, authorisation, supervision and risk management of all excursions and incursions to ensure children's safety, rights and best interests are the paramount consideration. This includes ensuring the safe use of digital technologies and online environments during excursions and incursions, in line with our policies to protect children's privacy, safety and wellbeing.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students and volunteers of the Service.

IMPLEMENTATION

Under the Education and Care Services National Regulations, the approved provider must ensure policies and procedures are in place for managing excursions. (ACECQA, June 2021). Excursions and incursions will be conducted with the children's safety and wellbeing in mind at all times. We may regularly schedule incursions and visitors to our Service however, if we feel an excursion will benefit the children and offer a valuable experience, we will adhere to the National Regulations and Service policies and procedures to plan and manage an experience that is enjoyable and educational for children. 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.

DEFINITIONS

Excursion: means an outing organised by an education and care service or family day care educator but does not include an outing organised by an education and care service provided on a school site if-

(a) a child or children leave the education and care service premises in the company of an educator and

(b) the child or children do not leave the school site

Regular outing: in relation to an education and care service, means a walk, drive or trip to and from a destination

(a) that the service visits regularly as part of its educational program; and

(b) where the circumstances relevant to the risk assessment are *substantially* the same on each outing.

Incursion: means an activity organised by our Service, whereby an outside body is employed or engaged to visit the service to run an educational program and to promote culture and diversity. This could include a visit from a dentist, the Rural Fire Service, an Aboriginal cultural awareness group, science or reptile show or a musical or drama performance. Some incursions may be offered free of charge whilst others may incur a small participation cost.

CONSIDERATIONS FOR EXCURSIONS AND INCURSIONS

The purpose of the excursion should be clearly identified by staff 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 (excursions and incursions if applicable)
- 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)
- communication between educators participating in the excursion and the Service
- adequate shade and sun protection
- transitions between areas of the venue
- water hazards.

EXCURSION/INCURSION RISK ASSESSMENT

The approved provider or nominated supervisor must conduct a detailed risk assessment which reflects Reg. 101 before an authorisation is scheduled under Reg. 102 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 101, 102, 102B, 102C.

The risk assessment must:

- 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
- ensure Working with Children Checks (WWCC) are conducted for all adults visiting the Service on incursions
- ensure the visiting group/performance is covered by insurance
- consider the proposed route and destination for the excursion and
- 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 under a law for our VIC jurisdiction
- consider whether access to service-issued devices are sufficient to meet safety and education and care requirements without routine reliance on personal devices.
- the process for entering and exiting the ECEC 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 the ratio of adults to children involved in the excursion
- consider the risks posed by the excursion/incursion, the number of educators or other responsible adults required to provide supervision, and whether any adults with specialised skills are required to ensure children's safety (e.g.: lifesaving skills)
- consider the planned activities
- determine the duration of the excursion
- consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).

- consider strategies to ensure supervision is consistent at all times during the excursion- transitions, toileting, departure from the service and conclusion of the excursion

If the excursion is a *regular excursion*, or '*regular outing'* a risk assessment authorisation is only required to be carried out once in a 12-month period, however, must be regularly reviewed. If circumstances around the excursion change, a new risk assessment is required.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL:

- meet obligations under the Education and Care Services National Law and Education and Care Service National Regulations
- ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- provide all new employees, students and volunteers with a copy of this policy as part of their induction process
- develop an *Excursion/Incursion Risk Assessment* and management plan prior to any excursion or incursion and ensure this is approved by the nominated supervisor
- appoint a responsible person to oversee the organisation of the excursion/incursion (excursion coordinator)
- ensure the excursion coordinator is aware of their role and responsibilities, including preparing for the excursion and completing all required documentation
- review risk assessments, authorisation forms and supervision plans for all excursions, before any approval of an excursion is granted
- provide staff with ongoing training and information sharing to ensure they fulfil their roles effectively
- ensure all educators, students and volunteers participating in the excursion undertake regular head counts at least every 30 minutes
- ensure attendance checks are completed regularly, including prior to leaving the Service, embarking and disembarking from transport, upon arrival at the venue, transitioning between spaces whilst at the venue, leaving the venue, returning to the Service
- provide the excursion coordinator and other nominated staff members with service-issued electronic devices, ensuring these are charged and are in working order
- consider increasing child to educator ratios in high-risk situations, such as water hazards or busy roads/highways
- ensure child safe standards are adhered to at all times
- notify families about the excursion using an *Excursion/Incursion Authorisation Form*

- request written authorisation be provided by a parent or other person named in the child's enrolment record
- notify families about any incursion occurring in the Service. [Authorisation is generally not required; however, an *Excursion/Incursion Authorisation Form* may be provided for the parent/carer to complete to consent for their child to participate.](best practice).
- notify families that they can view the risk assessment prior to the excursion/incursion upon request
- monitor all documentation and records relating to excursions ensuring these are kept safe and secure for a period of 3 years after the date of the excursion
- confirm that the number of children attending the excursion does not exceed the Service's licensed capacity
- ensure volunteers, students and other adults participating in the excursion are aware of their roles and responsibilities, including ensuring they are not left alone with children
- conduct a review of practices following the excursion, including an assessment of areas for improvement
- support children to understand safety expectations and participate in discussions about the excursion where appropriate.

PARENT/GUARDIAN AUTHORISATION

The approved provider/ nominated supervisor must ensure:

- that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided
- the authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child
- the *Excursion/Incursion Authorisation* form states:
    - 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
  - 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
- written authorisation is obtained once in a 12 month period or whenever there is a change in circumstances, such as a change in location or when new risks are identified if the excursion is a regular outing
- parental/guardian authorisation is provided for an incursions if identified in the risk assessment or if a cost is required
- authorisations are kept securely in the child's enrolment records
- authorisation records for excursion/incursions are kept for a period of 3 years after the excursion.

STAFFING ARRANGEMENTS

The approved provider/nominated supervisor will ensure that:

- educator to child ratios are no less than the prescribed ratios as per National Regulations
- additional educators/staff are engaged to provide care and support to children with additional needs
- consideration for ratios include:
  - location of excursion
  - type of excursion
  - risk identified for excursion
  - the number, ages and abilities of children
  - individual needs of each child
  - how children are grouped whilst participating in the excursion
- consideration for adequate supervision includes:
  - 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
- educators maintain overall supervision and responsibility for children, including when volunteers are present
- educators are aware the procedures to follow in the event of an emergency
- at least one educator or the nominated supervisor attending the excursion holds current ACECQA approved first aid qualification, CPR qualification, approved emergency asthma management and approved anaphylaxis management training. (If more than one vehicle is transporting children, at least one person with approved first aid, anaphylaxis and asthma training must travel in each vehicle and be immediately available in an emergency).
- if children remain at the Service and are not participating in the excursion, that at least one educator or the nominated supervisor at the Service holds current ACECQA approved first aid qualification, CPR qualification, approved emergency asthma management and approved anaphylaxis management training
- a supervision plan is completed as part of excursion preparation
- educators continue to follow National Regulations and Service policies and procedures whilst participating in the excursion away from the Service.

PARENT AND VOLUNTEER PARTICIPATION

The approved provider/ nominated supervisor will ensure parents and volunteers:

- are encouraged to participate in excursions where possible
- cannot be counted as part of the educator to child ratio
- cannot be left alone with a child/children and must be supervised by an educator at all times
- are briefed prior to participating on an excursion about the risk assessment, emergency procedures, supervision, photograph policy for privacy and confidentiality and use of mobile phone
- are aware that smoking or vaping is not permitted at any time whilst participating in the excursion
- are aware of need to wear appropriate clothing and footwear
- understand they are to follow the directions of the excursion coordinator as required
- alert the excursion coordinator or staff if they notice a child is missing or unaccounted for or appears unwell
- WWCC/Vulnerable Persons Check are verified for parent and volunteers prior to participating in excursions [best practice].

ITEMS TO BE TAKEN ON AN EXCURSION

The approved provider/ nominated supervisor must ensure that the following items are taken on all excursions, as per the risk assessment:

- appropriate number of suitably equipped first aid kits
- fully charged and operating mobile phone
- emergency contact information details for all children participating on the excursion
- medication for children requiring medical and relevant medical management plans
- items required for excursion circumstances- such as sunscreen, hats, other equipment
- child's attendance record

TRANSPORTATION FOR EXCURSIONS

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.

The *means of transport* may mean:

- Walking

  Educators must ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights. Educators will ensure all children and adults obey road rules. Educators will ensure children follow the 'stop, look, listen and think' process when walking near roads. Educators will remain vigilant that no child runs ahead or lags behind the group
- Bus

  The nominated supervisor must ensure that the seating capacity as displayed on the compliance registration is not exceeded. All children must sit on seats, preferably with, or close to an adult. Any requirements for seat belts or safety restraints under law must be followed depending on the vehicle used. If the bus has seat belts, they must be worn at all times.
- Train

  The nominated supervisor will be required to contact the local station prior to the excursion to inform them of the time you will be travelling, the destination, and the number of children and adults who will be travelling. Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and disembarkation. All children should be

seated at all times, with an adult close by. All children should be seated in the one carriage if possible- and not in a Quiet Carriage.

- Car

  Any motor vehicle that is used to transport children on an excursion must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards and are professionally installed or checked by an authorised restraint fitter. The vehicle must be registered and free of any defects that could put any passenger at harm. All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles (below). The educator or staff member driving the vehicle must hold a current Australian driver's licence appropriate for the vehicle type. (A national police check or Bus Driver Authority may be required for any educator or staff member driving a vehicle). The process for entering and exiting the Service premises safely must be considered at all times.

INSURANCE

The approved provider or nominated supervisor must review the insurance policy of the vehicle prior to the excursion/incursion to ensure liability is protected by the Service. A copy of the insurance policy should be kept within the service's vehicle (if applicable) at all times. Note: Some insurance policies may not cover high-risk activities such as merry-go-rounds, air-filled jumping castles, water slides and pony rides.

CHECK FOR CHILDREN'S SAFETY

During the excursion educators will ensure:

- children's attendance records are taken on excursions
- all children are accounted for when embarking/disembarking the car/vehicle or bus
- children's names are marked off as they enter and leave the vehicle including time and date
- a thorough check is made of the vehicle to ensure no child is left in the vehicle (a second person is required to repeat this check for safety)
- the vehicle is parked to avoid other vehicles, driveways or car parks
- the vehicle is parked as close as possible to the Service premises or visiting venue
- children only disembark the vehicle when it is safe to do so
- educators hold children's hands or use other appropriate safety strategies, (e.g. walking ropes, positioning) when walking to or from the Service or within excursion venues, based on a risk assessment
- head counts are conducted at least every 30 minutes whilst on the excursion

- bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and supervised. (Where possible 2 adults will escort children to bathrooms/toilet facilities).
- transitions between venue areas are carefully considered, with head counts conducted prior to moving between areas of the venue
- medication is administered to children as per *Administration of Medication Record*
- children remain in the care and supervision of educators from the Service during the excursion. If a parent or authorised guardian collects the child whilst on an excursion the *Delivery of Children to and Collection from Education and Care Service Premises Policy* and procedures must be followed.

CHILD BECOMES ILL WHILST ON EXCURSION

Educators will:

- assess the child's illness and follow *the Incident, Injury, Trauma and Illness Procedure*, including contacting an ambulance if required
- keep the child calm and comfortable
- if a child has an individual medical management plan for their symptoms displayed, follow the directions and administer medication if applicable and notify parents/guardians
- use the supplies in the excursion first aid kit to assist in applying first aid to child
- seek medical assistance, including ambulance transport, medication if required (as per child's excursion authorisation form)
- contact the child's parents/guardian as soon as possible- (no later than 24 hours after the incident)
- contact the nominated supervisor at the Service for further direction if required
- ensure ratios are maintained for supervision
- complete an *Incident, Injury, Trauma and Illness Record*
- notify the regulatory authority of any serious incident of a child while being educated and cared for at the Service within 24 hours.

LOST CHILD DURING AN EXCURSION

In the event of a child being unaccounted for during an excursion, educators will immediately:

- inform another educator and provide supervision for groups
- conduct a head count
- ask children/parent helpers/other educators if they have seen the missing child
- search the premises
- check organised meeting points (use service-issued mobile phone to contact other educators)

- alert the venue management and request that an announcement is made
- if the child is still unaccounted for after checking as above, the nominated supervisor will contact the Police on 000 and report the incident
- the nominated supervisor will contact parents/guardian
- educators will reassure other children and provide supervision
- the approved provider must make a notification to the regulatory authority within 24 hours of a serious incident
- following any incident during an excursion a thorough review of this policy and associated procedure will be conducted and documented for improvements.

EMERGENCY MANAGEMENT DURING AN EXCURSION

During the planning of the excursion, the excursion coordinator will conduct a risk assessment to identify any potential emergencies that may occur. The excursion coordinator will check whether the venue has appropriate emergency procedures in place and incorporate this information into the excursion risk assessment. In the event of an emergency occurring while educators and children are participating in the excursion, staff will follow the emergency evacuation procedure or lockdown procedure as required.

The excursion coordinator will contact the nominated supervisor or the responsible person immediately and follow instructions provided by emergency services. Families will be informed as soon as practicable, but no later than 24 hours after the emergency event. Families may be required to collect children from the excursion venue; educators will contact parents/guardians or emergency contacts if required. The approved provider will notify the regulatory authority of any serious incident involving a child while being educated and cared for at the Service within 24 hours. The approved provider will complete a review following the emergency incident, including an assessment of areas of improvement.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Excursion/Incursion Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

RELATED RESOURCES

Excursion/Incursion Authorisation Excursion/Incursion Plan and Checklist	Excursion/Incursion Procedure Excursion/Incursion Risk Assessment

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority (ACECQA). (2024). *Excursions Policy and Procedure Guidelines*
Australian Government Department of Education. (2022). *Belonging, Being and Becoming: The Early Years Learning Framework for Australia. V2.0.*
Children (Education and Care Services) National Law (NSW) (NSW services only)
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Education and Care Services National Regulations (NSW) (2025) (NSW services only)
Kidsafe Victoria *Road Safety* https://www.kidsafevic.com.au/road-safety/
Kids and Traffic Early Childhood Road Safety Education Program (NSW). (2023). *Transporting Children Safely*
Western Australian Legislation Education and Care Services National Law (WA) Act 2012 (WA Services only)
Western Australia Legislation Education and Care Services National Regulations 2012 (WA Services only)

REVIEW

POLICY REVIEWED BY	[NAME] Amy Flockhart	[POSITION] office admin	[DATE] 19/06/2026
POLICY REVIEWED	MAY 2026	NEXT REVIEW DATE	MAY 2027
VERSION NUMBER	V16.05.26		
MODIFICATIONS	• annual policy review • additional child safety legislation added including *paramount consideration* • sources updated to include updates to National Law and Regulations		
PREVIOUS MODIFICATIONS			
MAY/AUGUST 2025	• resources reviewed and updated • removed National Child Restraints Laws for vehicle section- moved into Safe Transportation Policy • policy reviewed incorporating ACECQA Policy guidelines • reference to *Safe Use of Digital technologies and Online Environment Policy* added • annual policy maintenance • moved requirements of risk assessment under heading- Excursion/Incursion risk assessment • additional section added: Emergency management during an excursion • sources checked for currency and updated as required		