



Wangaratta Children's Services Centre

Excursion Policy and Procedures 2023

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Department	Children's Servies
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Authorising Officer	Director Community and Infrastructure
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National Quality Standard

2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

National Regulations

Section/ Regulations	Description
Section 89	First Aid Kits
Regulation 97	Emergency and evacuation procedures
Regulation 98	Telephone or other communication equipment
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursion
Regulation 123	Educator to child ratios-centre-based services
Regulation 136	First Aid qualifications
Regulation 161	Authorisations to be kept in enrolment record
Regulation 168	Policies and procedures are required
Regulation 170	Policies and procedures to be followed

Statement and Purpose

Excursions and regular outings are an important part of our educational program, providing opportunities for the children to build connections with the local community and contributing to their sense of belonging and connection with the world around them.

We are committed to ensuring the safety, health, and wellbeing of children during excursions and regular outings by conducting risk assessments and ensuring authorisations are obtained from families.

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for managing excursions.

Policy and Procedures

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;
- teaching children safety procedures and responsibilities whilst on an excursion; and
- safety and wellbeing of children whilst at the service whilst participating in an incursion (identified in risk assessment)

Excursion/Incursion Risk Assessment

The Approved Provider or Nominated Supervisor must conduct a detailed risk assessment which reflects Regulation 101 before an authorisation is scheduled under Regulation 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 and 102.

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 are conducted for all adults visiting the service on incursions;
- consider the proposed route and destination for the excursion and identify any water hazards;
- reflect on any risks associated with water-based activities in accordance with the Water Safety Policy 2023;
- 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 state jurisdiction;
- the process for entering and exiting the education and care service premises and the pick-up location or destination;
- 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;
- 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.); and
- 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.

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;
- 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 authorisation 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 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 or 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; and
 - that written policies and procedures for transporting children are available at the Service.
 - if the excursion is a regular outing, the written authorisation is only required to be obtained once in a 12-month period. parental authorisation may be required for incursions if identified in the risk assessment or if a cost is required.

authorisations must be kept securely in the child's enrolment records.

Items to be taken on an Excursion

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; and
- child's attendance record or tablet containing the information (with a paper version as a backup)

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 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, educator 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; and
- the Approved Provider must make a notification to the Regulatory Authority within 24 hours of a serious incident.

Roles and Responsibilities

Management/ Nominated Supervisor will:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met;
- ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion;

- ensure all children have written authorisation from families to leave the service on an excursion;
- ensure educator to child ratios are maintained during the excursion and address the risks identified (if applicable);
- ensure family members and volunteers attending the excursion are not left alone with any child or group of children;
- take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures;
- ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, volunteers and families, and available for inspection;
- conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families);
- ensure a new risk assessment is completed when circumstances change for regular outings;
- ensure all children attending the excursion have written authorisation from families to attend prior to the excursion;
- ensure volunteers understand the details of the excursion, the expectations, and their supervision responsibilities; and
- verify that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.).

Educators will:

- ensure the excursion is carried out in line with this policy;
- ensure all children attending the excursion have written authorisation from families to attend prior to the excursion;
- conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families);
- ensure a new risk assessment is completed when circumstances change for regular outings;
- ensure the required educator to child ratios are in place and children are supervised at all times;
- undertake regular attendance checks to account for all children;
- ensure family members and volunteers attending the excursion understand your expectations and are not left alone with any child or group of children and;
- ensure all children's health and medical needs are taken on the excursion (first aid kit, personal medication, medical managements plans, etc.).

Breaches

Children's Services is committed to the safety and wellbeing of all educators and children and any breaches of this policy will be subject to all applicable disciplinary options available to Council in accordance with the Children Service's Code of Conduct 2023.

Definitions

Term	Definition
Excursion	means an outing organised by an education and care service 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
Incursion	means an activity organised by our early childcare 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.

References

Legislation and Guidelines

Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia. Education and Care Services National Law Act 2010. (Amended 2018).*
Education and Care Services National Regulations. (2011)
 Guide to the Education and Care Services
 National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2018). (Amended 2020).

Revised National Quality Standard. (2018).
Road Transport (Safety & Traffic Management) Act 1999

Policies

Acceptance and Refusal of Authorisation Policy 2023
Delivery and Collection of children from Education and Care Service Premises Policy 2023
Sun Protection Policy 2023
Water Safety Policy 2023
Incident, Injury, Trauma and Illness Policy 2023
Dealing with Medical Conditions in Children Policy 2023
Emergency and Evacuation Policy 2023
Providing a child safe environment

Review

This policy must be reviewed at least every four years or as required due to legislative or operational change.

Version History		
Version Number	Date of change	Reasons for change
1.0	September 2023	Re-formatting and re-structure of Council's Children's Services policy framework