

## STATEMENT

Under the Education and Care Services National Regulations the approved provider must ensure policies and procedures are in place for managing excursions (Reg. 168) and take reasonable steps to ensure policies and procedures are followed.

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.

## PURPOSE

To ensure that all excursions and incursions undertaken by the Outside School Hours Care Service are 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.

## SCOPE

This policy applies to children, families, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC service.

## IMPLEMENTATION

Excursions and Incursions will be conducted with the children's safety and wellbeing in mind at all times. 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 the 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 OSHC Service.

It is imperative that all educators at the Service follow a child's Medical Management Plan and Action Plan in the event of an incident related to a child's specific health care need, allergy, or medical condition.

## DEFINITIONS

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 occasion.

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 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;
- Weather- wet weather arrangements;
- teaching children safety procedures and responsibilities whilst on an excursion
- communication with parents and families
- Risk Assessment documentation provided by the excursion venue, if any;
- safety and wellbeing of children whilst at the OSHC service whilst participating in an incursion (identified in risk assessment)

#### EXCURSION/INCURSION RISK ASSESSMENT

The Nominated Supervisor must ensure 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 (effective 1 October 2020).

#### THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

- Obligations under the *Education and Care Services National Law and National Regulations* are met
- Educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and procedure
- All new employees, students and volunteers are provided with a copy of this policy as part of their induction process
- An Excursion/Incursion Risk Assessment and management plan is developed prior to any excursion or incursion
- A Responsible Person is appointed to oversee the organisation of the excursion
- staff are provided with ongoing training and information sharing to ensure they fulfil their roles effectively
- Families are notified about the excursion using an Excursion Authorisation Form and written authorisation must be provided by a parent or other person named in the child's enrolment record
- Families are notified about any incursion and if permission is required for participation, an Incursion Authorisation Form provided for parent or carer consent for their child to participate
- 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'
- 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 minimized;
  - ensure Working with Children Checks 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 the law of NSW;

- 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 the ratio of educators to children involved in the excursion;
- Consider the risks posed by the excursion/incursion, the number of educators 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 and throughout 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/GUARDIAN AUTHORISATION

##### **The Nominated Supervisor must ensure:**

- That a child is not taken outside the OSHC 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/transported;
  - 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 (unless the authorisation is for a regular outing)
  - 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;
  - Any requirements for seatbelts or safety restraints under the law of NSW 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.
- 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.

## STAFFING ARRANGEMENTS

**The Nominated Supervisor will ensure that:**

- Adequate supervision is provided for children and are never less than the prescribed ratios as per National Regulations
- consider:
  - 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
- Additional educators are engaged to provide care and support to children with additional needs;
- educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion
- Educators are aware of the procedures to follow in the event of an emergency;
- At least one educator or the Nominated Supervisor must hold current ACECQA approved first aid qualification, CPR qualification, approved emergency asthma management and approved anaphylaxis management training

## PARENT AND VOLUNTEER PARTICIPATION

**The Nominated Supervisor will ensure parents and volunteers:**

- are encouraged/invited to participate in excursions when 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 is not permitted
- are aware of need to wear appropriate clothing and footwear.
- Working with Children Checks/Clearances are verified for parent and volunteers prior to participating in excursions (best practice).

## ITEMS TO BE TAKEN ON AN EXCURSION

**The 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 and hats.
- child attendance record

## TRANSPORTATION FOR EXCURSION

It is a requirement of the 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 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.

#### ***KCS Vehicles***

If a KCS vehicle (bus, van or car) is used for excursion, the Safe Transportation Policy and Vehicle-Bus Transport Procedure should be followed.

#### ***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 Educator. Any requirements for seat belts or safety restraints under the law must be followed depending on the vehicle used. If the bus has seat belts, they must be worn at all times.

#### ***Train***

Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. Children should stay away from the safety line on the platform before the train arrives. After boarding, all children should be seated at all times and in the same carriage if possible.

#### ***Car***

Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) 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.

The vehicle must be registered and comply with safety requirements of NSW. 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.

#### **NATIONAL CHILD RESTRAINT LAWS FOR VEHICLES**

- children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat
- children aged from seven years old but under 16 years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat
- children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

#### **EXTRA-CURRICULAR ACTIVITIES**

Our OSHC Service will support children to participate in extra-curricular activities that may be organised within school grounds during OSHC operating hours. Communication between families and the school or the extra-curricular activity organisation (e.g., third party music teacher/provider) is paramount to the support provided to children to participate in the activity. Families are to make arrangements between the extra-curricular organisation/coordinator regarding attendance for their child. Examples of extra-curricular activities include music lessons, dance classes, team sports, drama classes or chess club. Families are required to complete the *Extra-Curricular Authorisation Form* and are responsible for informing the OSHC Service of any changes to attendance at extra-curricular activities. Children attending extra-curricular activities will be added to a transport list.

# EXCURSION INCURSION

## EXTRA CURRICULAR ACTIVITIES

### Children's Services Policy



A Risk Assessment will be completed for all extra-curricular activities that children attend during OSHC operating hours. The Risk Assessment will include the following information:

- details of the extra-curricular activity
- date and time of extra-curricular activity
- location and duration of extra-curricular activity
- reason for extra-curricular activity
- name and contact details of extra-curricular coordinator
- the route the children will take to walk to the extra-curricular activity
- if children require an escort to the extra-curricular activity

Children will not be able to participate in extra-curricular activities unless prior written authorisation for the child to leave the OSHC Service has been obtained by the family. Authorisation for regular extra-curricular activities will be obtained each term.

### INSURANCE

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

### CHECKING FOR CHILDREN'S SAFETY

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 should 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 OSHC premises or visiting venue
- children only disembark the vehicle when it is safe to do so
- 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

### CHILD BECOMES ILL WHILST ON EXCURSION- EDUCATORS WILL:

- assess the child's illness and follow the Incident, Injury, Trauma and Illness procedure
- 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 excursions 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/ EXTRA-CURRICULAR ACTIVITY

If a child is lost during excursion, procedures in the Excursion Checklist – Group Leader to follow these instructions

In the event of a child being unaccounted for during an excursion or following an extra-curricular activity, 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
- check with the extra-curricular activity coordinator if they aware of the missing child's location
- 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 or excursion coordinator 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

## CONTINUOUS IMPROVEMENT/REFLECTION

The Excursion/Incursion/Extra Curricular Activities Policy will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

## COMPLIANCE

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 hazards.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
<b>Sec. 51(4A)</b>	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
<b>Sec. 165</b>	Offence to inadequately supervise children
<b>Sec. 167</b>	Offence relating to protection of children from harm and hazards
<b>4(1)</b>	Definition of regular outing
<b>89</b>	First Aid Kits
<b>90</b>	Medical conditions policy
<b>97</b>	Emergency and evacuation procedures
<b>98</b>	Telephone or other community 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
<b>102B</b>	Transport risk assessment must be conducted before service transports child
<b>102C</b>	Conduct of risk assessment for transporting of children by the education and care service
<b>102D</b>	Authorisation for service to transport children
123	Educator to child ratios-centre-based services
136	First Aid qualifications
<b>149</b>	Volunteers and students
<b>151</b>	Record of educators working directly with children
<b>158</b>	Children's attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed

## SOURCE

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).
- Australian Children's Education & Care Quality Authority (ACECQA). 2021. Policy and Procedure Guidelines. Excursion 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 2023).
- [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).
- Kidsafe Victoria Road Safety <https://www.kidsafevic.com.au/road-safety/>
- Kids and Traffic Early Childhood Road Safety Education Program (NSW)
- NSW Government Centre for Road Safety. (2024): <https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
- Revised National Quality Standard. (2018).
- Road Transport (Safety & Traffic Management) Act 1999.
- Victoria State Government Education and Training *Early Childhood Professionals*

## RELATED DOCUMENTS

- Acceptance and refusal of Authorisations Policy
- Administration of Medication Policy



# EXCURSION INCURSION EXTRA CURRICULAR ACTIVITIES

## Children's Services Policy



- Administration of First Aid Policy
- Child Safe Code of Conduct Policy
- Delivery of Children to, and Collection from and Education and Care Service Premises
- Emergency Evacuation Policy
- Incident, Incident, Trauma and Illness Policy
- Privacy and Confidentiality Policy
- Respect for Children Policy
- Sun Safety Policy
- Safe Transportation Policy
- Supervision Policy
- Water Safety Policy

### RECORD OF REVISIONS

*Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with KCS. KCS may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on KCS and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.*

<b>File Reference</b>	CSP019 Excursion Incursion				
<b>Date Created</b>	October 2021	<b>Created By</b>	Jordan Ross	<b>Responsible</b>	Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
V1	SR	Compliance with NQF & Rebrand	January 2016	External
V2	TT	Incorporating Childcare Desktop template and Regulations changes	November 2020	External
V3	MT	Content Review	19/01/2021	External
V4	JR	<ul style="list-style-type: none"> <li>• New format</li> <li>• Name change to include Incursion</li> </ul>	October 2021	External
V4	MT	Content review, formatting and approval	25/11/2021	External
V5	JR	<ul style="list-style-type: none"> <li>• Policy reviewed and suggestions from ACECQA Excursions Policy Guidelines (June 2021) added</li> <li>• Additional legislative requirements added</li> <li>• Additional related policies</li> <li>• Sources checked for currency</li> </ul>	16/02/2023	External
V6	JT	<ul style="list-style-type: none"> <li>• Name change to include Extra Curricular Activities</li> <li>• Annual policy maintenance</li> <li>• Additional section added: Extracurricular activities</li> <li>• Additional section added re: Child becomes ill whilst on an excursion</li> <li>• Additional information added to 'Lost Child' section</li> <li>• Sources checked for currency and updated as required</li> </ul>	March 2025	External