

ST. CATHERINE'S EARLY EDUCATION CENTRE

EXCURSION POLICY

St Catherine's Early Education Centre recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided. 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.

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

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

4 (1)	Definition regular outing
89	First Aid Kits
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
102 B	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
123	Educator to child ratios-centre-based services
136	First Aid qualifications
151	Record of educators working directly with children

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158	Children's attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Policies and procedures are required
170	Policies and procedures to be followed
Sec 51(4A)	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

PURPOSE

To ensure that all excursions and incursions undertaken by the Service are planned and conducted in a safe manner, maintaining children's wellbeing at all times 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, approved provide, nominated supervisor of the service.

IMPLEMENTATION

Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule excursions and we will adhere to the National Regulations and Service policies and procedures. This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose.

Definition (effective 1 October 2020)

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

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- (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

Regular Outings (*within a 5km Radius of the service*)

- Throughout the year the children may venture out into the community for example to collect sticks and leaves for art, visit the local community landmarks, post a letter at the post office or buy some groceries at Woolworths. Parents will be notified of all regular outings/mini excursions and they will always be conducted under strict guidelines (set by the DET). Authorisation for each child to participate in the regular outings/mini excursions will be gained by parents or authorised nominees signing the local area community studies section in the enrolments form. This authorisation is only required to be obtained once in a 12-month period.

"I/We give permission for our child to: Participate in regular outings to places of interest. (Within a 5km radius of the centre)"

Excursions outside the 5 Km radius

Parent authorisation must be gained for other excursions which take place outside of the 5km radius of the service. In 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 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

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- 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
- if the excursion is a 'regular outing', the written authorisation is only required to be obtained once in a 12-month period.

This is done through the enrolment form *'I/We give permission for our child to: Participate in regular outings to places of interest. (Within a 5klm radius of the centre)'*

Staffing Arrangements

The Nominated Supervisor will ensure that:

- educator to child ratios are maintained as per the National Regulations
- additional educators/staff 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 the procedures to follow in the event of an emergency
- at least one educator or the nominated supervisor must hold current First Aid qualification, approved emergency Asthma management and approved anaphylaxis management training

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, hats, water bottles and other equipment

Excursion 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 102,102B, 102C (effective March 2023).

- The Service will use an Excursion Risk Assessment
- The risk assessment must be conducted prior to all excursion taking place Including regular outings.

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- The risk assessment must be completed before the announcement of the excursion to families.
- 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.
- An evaluation of the excursion or regular outing must be completed after the completion.
- families are notified about the excursion and written authorisation must be provide by a parent or other person named in the child's enrolment record
- 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. Consider the transport to and from the proposed destination for the excursion
 6. the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
 7. procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
 8. Consider the ratio of adults to children involved in the excursion
 9. 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 re required (for example: life-saving skills)
 10. Consider the planned activities
 11. Determine the duration of the excursion
 12. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans etc)
 13. 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 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.

Transportation for Excursion

Excursions involving transportation must adhere to the safe Transportation policy is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record.

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.

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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**

Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. All children must sit on seats, preferably with, or close to, an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times

- **Train/Tram**

Management 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/tram safely and in an unhurried way. This will allow the station to inform the guard so that they can hold the train/tram for the period of time for safe boarding and descending.

All children should be seated at all times, with an adult close by. All children should be seated in the one 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, 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 license.

The process for entering and exiting the Service premises safely must be considered at all times.

National Child Restraint Laws for Vehicles

- Children up to the age of six months must be secured in an approved rearward facing restraint.
- Children aged from six months old but under four years old must be secured in either a rear or forward-facing approved child restraint with an inbuilt harness.
- Children under four years old cannot travel in the front seat of a vehicle with two or more rows.
- Children aged from four years old but under seven years old must be secured in a forward-facing approved child restraint with an inbuilt harness or an approved booster seat.
- 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.

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- 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.

If the child is too small for the child restraint specified for their age, they should be kept in their current-sized child restraint until it is safe for them to move to the next level.

If the child is too large for the child restraint specified for their age, they may move to the next level of child restraint.

Source: NSW Government Centre for Road Safety, 2017.

Parent and Volunteer Participation

The 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 is not permitted
- are aware of need to wear appropriate clothing and footwear.

Insurance

- The Approved Provider or Nominated Supervisor must review the insurance policy 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.

Continuous Improvement/Reflection

Our excursion/incursion policy will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

Source

Australian Children's Education & Care Quality Authority. (2021). Policy and procedure Guidelines
Australian Government Department of Education, *Belonging, Being and Becoming: The Early Years Learning Framework for Australia.v2.0, 2022*
Education and Care Services National Law Act 2010. (Amended 2018).

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[Education and Care Services National Regulations](#). (amended 2023)

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. (2017):

<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*

Review

This Policy will be review regularly.

The review will be conducted by:

- Management
- Staff
- Families interested Parties

Policy Reviewed	Modifications	Next Review Date
June 2017	Changes made to the authorisation for regular outings/mini excursions	February 2018
February 2018	Updated the references to comply with revised National Quality Standard	May 2019
June 2019	Updated points for risk assessment – <ul style="list-style-type: none"> - The risk assessment must be conducted prior to all excursion taking place. - An evaluation of the excursion or regular outing must be completed after the completion. - Updated permission form and added contact details. - Additional information to the car transport section. - Section added and referenced: National Child Restraint Laws for Vehicles 	May 2020
March 2021	<ul style="list-style-type: none"> • amendments to policy to reflect new regulations for risk assessments for excursions and written authorisation for parents (effective 1 October 2020) • changed wording throughout to reflect • new definition added for 'regular outing' 	May 2023

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	<ul style="list-style-type: none">• point added for staffing arrangements	
May 2023	<ul style="list-style-type: none">• information added regarding new regulations related to safe transportation• continuous improvement/reflection section added.• sources have been amended to the current changes.• National regulations have been added to the policy	May 2025

EXCURSION PERMISSION LETTER

TITLE OF EXCURSION and date

Dear Families and Carers,

We are currently exploring **[insert topic]**, and an excursion has been arranged to **[insert the title of the excursion/location]**. The objective of this excursion is for the children to **[insert an excursion objective/rationale]**. The children have the opportunity to learn about **[explain what the children**

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will be learning]. Through this exciting learning opportunity, children will discover more about **[insert the topic]**.

Please note that a detailed risk assessment and management plan has been conducted to ensure the safety and wellbeing of the children. (Available at the Service)

WHAT YOU CAN DO

1. Talk with your child about the excursion and their responsibilities.
2. Prepare the children's clothing and equipment required
3. Discuss with management by **[insert a date]** if you can assist on the excursion
4. Discuss with management by **[insert a date]** if you have any questions about the excursion

WHERE AND WHEN

DATE OF EXCURSION		VENUE	
VENUE ADDRESS			
TIME DEPARTING THE SERVICE		TIME ARRIVING BACK AT THE SERVICE:	
METHOD OF TRANSPORT			
SUPERVISING STAFF, EDUCATORS AND OTHER ADULTS			
EDUCATOR TO CHILD RATIO Include the estimated number of children			
WET WEATHER			

WHAT TO BRING

[List all items required – for example: lunch, drink bottles, hats, clothing etc.]

ITINERARY

TIME	PROGRAM

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Date:

I [insert parent/carer full name] have read the details of this excursion and **do / do not** give permission for my child [insert child's full name] to participate in the planned excursion to [insert title/location of excursion] on [insert excursion date]. I have spoken with my child about his/her responsibilities and will ensure they are dressed appropriately and have packed all required items to attend the excursion.

In the event of an injury or emergency, I acknowledge that the excursion Co-Ordinator will attempt to contact me. In an emergency, I authorise the Service to obtain all necessary medical assistance, including ambulance transport, medication and hospital accommodation.

Primary contact Print Name Signature Phone Number Date

Emergency contact Name Phone Number Date

My child has the following medical condition: [identify the medical condition and any medication required to be taken on the excursion]

I [insert parent/carer name] would like to volunteer and support the supervision of children on the [insert excursion title] excursion on [insert date and time]

PARENT NAME: _____ PARENT SIGNATURE: _____

PLEASE RETURN TO SERVICE MANAGEMENT BY [Insert date here]