




## Excursions, Incursions, Routine Outings and Service Events Procedure

Council Early Years Services

Policy Number:	D19-279254	Directorate:	Community Services
Approval by:	Head of Integrated Services – Family and Children’s Services	Responsible Officer:	Team Leader Policy, Learning and Quality
Approval Date:	May 2020	Version Number:	2
Review Date:	3 Years from Approval Date	Service Type	  
ACECQA Quality Areas	QA2 - Health and Safety QA6 – Collaborative partnerships with families and communities QA7 - Governance and Leadership		Standard 2.2 Element 2.2.1 Standard 7.1 Element 7.1.3

### 1. Purpose

The purpose of this procedure is to provide guidelines for educators to plan and conduct safe and appropriate excursions, routine outings and service events for children.

Council Education and Care Services are committed to:

- Extending and enriching early childhood education programs by encouraging children to participate in experiences and activities within the wider community.
- Ensuring all excursions, incursions, routine outings and service events are accessible, affordable and contribute to the development of children’s knowledge and understanding through first-hand experiences.
- Providing the health, safety and wellbeing of children at all times, whilst participating in excursions, routine outings, incursions and service events, is carefully considered and supported by the following procedure.

### 2. Scope

This procedure applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, families, children and others attending the program and activities of Council Education and Care Services.

### 3. Responsible

Responsibilities for the Procedures are:

Person:

Responsible for:

Approved Provider / Nominated Supervisor

- Developing and implementing procedures and training with educators in consultation with staff and families.

Educators

- When planning an excursion, take into account factors including; the educational program, the children’s behaviour and any individual needs, the age and number of the children, the proposed duration of the excursion, the abilities of children, the method of transport, any contact with water, accidents and access to toileting and nappy changing facilities.

- Considering how the excursion supports the educational program and contributes to the outcomes outlined for each child. (*regulation 73(2)*)
- Providing a completed risk assessment/risk analysis to determine any risks to children’s health, safety or wellbeing before authorisation is sought. (*Regulations 100 & 101*). (See example in Appendix One).
- Providing excursions, incursions, routine outings and service events inclusive of all children regardless of their abilities, additional needs or medical conditions.
- Clearly communicating the purpose and educational value and risk assessment of each excursion, incursion, routine outing or service event to all families at the service.
- Maintaining the required educator-to-child-ratios and provide adequate supervision of children at all times.
- Providing adequate supervision of parents, volunteers, students and any other adults participating in an excursion, incursion, routine outing or service events at all times.
- Ensuring parents, volunteers, students and any other adults participating in the excursion, incursion, routine outing or service event are not left with sole supervision of individual children or groups of children.
- Where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness.

---

Families

- Reading and complying with the requirements of the Excursions/ Incursions and Service Event Procedure.
- Reading the details of the excursion, incursion, routine outing or service event and completing, signing and dating authorisation forms.
- Providing written authorisation for their child to leave the service premises on regular outings.
- When participating in the event, taking complete responsibility for supervising and caring for siblings and other children in their care who are not enrolled in the program.
- Complying with all procedures while participating in an excursion, incursion, routine outing or service event.

---

## 4. Procedure

When a child leaves the service for an excursion, routine outing or service event; this must be in accordance with Education and Care Services National Regulations and National Law.

### 4.1 Risk Assessment

Careful planning will be conducted before any excursion or regular outing including a risk assessment. Please complete: [Form and Risk Assessment - Excursions Incursions and Routine Outings for Knox Early Years Services](#)

1. When developing the risk assessment consideration should be given to visiting the proposed excursion destination, where information can be gathered about the availability of toilets, hand washing, drinking and shade facilities, including mobile coverage and access for emergency services.
2. For excursions, regular outings and service events the risk assessment forms must be forwarded to the Portfolio Team Leader for review and approval before seeking parent authorisation.
3. The risk assessment will identify and assess each risk and specify how the risk will be managed and/or minimised.
4. For routine outings a risk assessment must be conducted not more than 12 months before the excursion is to occur. Consideration should also be given to whether circumstances of the regular outing have changed since this risk assessment was completed. (*regulation 100(4)*)
5. This information will be communicated to all educators and adults accompanying the children.

## The risk assessment will identify and consider;

- the proposed route and location of the excursion;
- any risks associated with water-based activities and water hazards;
- the transport to and from the proposed destination;
- the number of adults and children involved (given the risks posed by the event);
- the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required;
- the proposed activities;
- the proposed duration of the event including travel;
- the items that should be taken by children and adults;
- safety in high risk situations such as excursions near a road.
- contact with animals (*refer to the animal contact procedure*); and
- the benefit to the child.
- toilet access, hygiene considerations and first aid.

It is important to make a final check for risks before departing on a regular outing or excursion. Extreme weather or other unexpected events may increase the level of risk and may make it necessary to reconsider whether to proceed with the excursion.

## 4.2 Long Day Care

Children not participating in the excursion will remain at the service and continue with their regular daily educational program. The ratios outlined in the Education and Care Services National Regulations (Law and Act) for each age group will apply.

At least one educator who holds the following qualifications must be in attendance at both the excursion and at the service where children are being educated and cared for, and must be immediately available in an emergency. At least;

- Staff member of one nominated supervisor of the service who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training. (*regulation 136(1)*)

## 4.3 Kindergarten

Only one group of children (the maximum number under Knox Council Preschool Policy) are to be taken on an excursion at any one time.

### Kindergarten School Sites

An excursion does not include an outing organised by a service on a school site if the children leave the premises in the company of an educator and do not leave the school site. For example, a preschool group visiting the library within their school site, is not considered an excursion or regular outing. (*Page 382 Guide to National Quality Framework*).

- Families with children enrolled in Kindergarten school sites will be informed that enrolled children will explore the school grounds throughout the year as part of the kindergarten program.

## 4.4 Authorisation

Authorisation must be given by a parent/guardian or other person named in the child's enrolment record as the authorised nominee for the child to leave the service with an educator. If the event is a regular outing, the authorisation is only required to be obtained once in a 12 month period. Before taking children on an excursion, an *excursion form* must be completed in full and signed by parents/guardians and must be given to the responsible Council staff member.

Authorisation must state -

- the child's name
- the reason the child is to be taken outside the premises
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)

- a description of the proposed 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 anticipated number of children likely to be attending the excursion
- the anticipated ratio of educators 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; and
- that a risk assessment has been prepared and is available at the service (*regulation 102(4)*).

#### 4.5 Transport

Public transport including hired buses can be used with risks clearly identified in the risk assessment. A written request must be sent to the bus company stipulating that the buses provided are equipped with over the shoulder seat belts. A copy of the written request is to be kept at the service. Educators will ensure that before the bus departs, the children and adults are all wearing seat belts.

**Note:** If the bus has more than 12 seating positions, including the driver, the children are not required to use child restraints or booster seats.

- **If the bus arrives without seat belts the excursion will be cancelled.**
- **Private cars are not to be used to transport children to an excursion in any circumstances.**

#### 4.6 Adult to Child Ratios

- Children aged 0-3 years old – 1 Adult to 3 Children
- Children aged 3-6 years old – 1 Adult to 6 Children

**Note:** Other parents, adults and volunteers attending the excursion are not counted as part of the legislated Educator to Child ratio which must be adhered to at all times (***Education and Care Services Regulation 123***).

The Education and Care Services National Regulations (Law and Act) do not specify the number of volunteers to assist with supervision because the level of supervision arranged needs to be justified in the event of an accident or incident. On some excursions, more adults may be required than the minimum for adequate supervision.

#### 4.7 Items which must be taken on Excursion outside the Service

On excursions, routine outings outside of the service, the following information must be taken;

- a) Parent/guardian contact details;
- b) Medical and Doctor contact details for each child; and
- c) List of authorised persons on contact list for each child.

For children with existing medical conditions, the following information must be taken on the excursion;

- a) Medication;
- b) Medical Conditions Action Plan.

Parents/guardians will be notified in the event of a child becoming ill or being injured during an excursion and emergency services called if deemed necessary, as would normally occur.

Staff will carry a First Aid Kit as well as the medication for treatment and medical management plans provided by parents/guardians.

Educators must ensure that sun protection items, medication, charged mobile phone, incident and injury forms and first aid kits are taken of the excursion.

There must be access to food, water, toilet and washing facilities for both children and adults.

#### 4.8 Before leaving the Service for the Excursion

A staff member will be designated as 'in charge' for the duration of the excursion.

Educator/Staff must check that all children be signed in to the Service before the excursion.

All children attending an excursion outside of the service must wear name badges, stickers or arm bands with the name and phone number of the service they attend and “Knox City Council” stated on it.

Educators will wear a name badge and/or clothing with the Knox City Council logo at all times whilst caring for and educating children on excursions.

Before exiting the building/grounds, an educator must ensure that all children are accounted for.

Services must display at the centre a notice that;

- Indicates the children who attend the service are on an excursion; and
- States the time the children are expected to return to the service.
- A phone number for contact

#### 4.9 Before returning to the Service from the Excursion

Before exiting the excursion area, an educator/staff member must check to ensure all children are assembled prior to returning to the early years’ service and confirm the number of children present with another educator.

#### 4.10 After the Excursion

At the end of the excursion, the number of children must once more be checked and confirmed at the Early Years Service before children are signed out by the parent/guardian or person authorised to collect the child/ren

Plans should be reviewed following the completion of the excursion and any necessary changes made for future excursions to this site

This evaluation document is to be stored with other records pertaining to the excursion

**Note – The above mentioned procedures do not apply to the removal of a child requiring medical, hospital or ambulance care or treatment or in any other emergency.**

## 5. References

### 4.1 Community & Council Plan 2017-2021

- We have confidence in decision-making.

### 4.2 Relevant Legislation

- ACECQA Guide to the National Law and Regulations 2018
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, including Quality Area 2: Health and Safety
- VicRoads: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

### 4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

### 4.4 Related Council Policies and Procedure

- N/A

### 4.5 Related Family and Children Services Policy and Procedures

- Educational Program and Practice Procedure
- Child Safe Policy and Procedures
- Health and Safety Policy and Procedures
- Staffing Arrangement Policy and Procedures
- Enrolment and Orientation Procedure
- Leadership and Service Management Policy and Procedures
- Relationships with Children Policy and Procedures

All Team Leaders, Educators and staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council Early Years Policies and Procedures.

We strongly recommend all families enrolling in Knox City Council Early Years Services read the Knox City Council Early Years Services Policies and Procedures.

## 6. Definitions

<b>Adequate Supervision</b>	<p>In relation to this procedure; all excursions must be conducted in a way that ensures the health, safety and wellbeing of children. This means that an adequate number of educators and where necessary, other responsible adults, accompany the children. Generally, educator to child ratios will need to be higher than the prescribed ratios to ensure adequate supervision during an excursion. Depending on the supervision requirements for the excursion, educators will usually have other staff members and/or other responsible adults with them to ensure that adequate supervision of children is maintained at all times.</p> <p>Supervision is not confined to children. It also includes the supervision of responsible adults that assist with the excursion. The number of educators must be adequate to supervise any responsible adults who volunteer to assist with the excursion.</p>
<b>Bus</b>	A bus is defined as a motor vehicle which seats more than 12 adults (including the driver).
<b>Excursion Form</b>	This form may look different from one service to another however all of the information required by the procedure will be included in the form e.g. Excursion Authority Statement Form
<b>Excursion</b>	<p>An outing organised by the education and care service. The written permission of parents or an authorised nominee must be obtained before educators take children outside the service premises.</p> <p>Under the National Regulations, the definition of ‘excursion’ does not include an outing organised by services operating from a school site, where the child/ren leave the service premises with an educator but do not leave the school site.</p>
<b>Regular Outings</b>	<p>In relation to an education and care service, means a walk, trip to and from a destination –</p> <ul style="list-style-type: none"> <li>a) That the service visits regularly as part of its educational program; and</li> <li>b) Where the circumstances relevant to the risk assessment are the same on each outing;</li> </ul> <p>In this case, the Education and Care Services National Regulation allow for a standing authorization each year.</p>
<b>Risk Assessment</b>	A risk assessment must identify and assess any hazard that poses a risk to a child’s health, safety and wellbeing while on an excursion, and specify how these risks will be managed and/or minimized (Regulation 101).

For further glossary and definitions please see: *Family and Children’s Services Glossary and Definitions*

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

Refer to D19-275224 (Policy and Procedure Register) for further clarification regarding the review and amendment of this document.

