

Policy title	2.11 Excursions, Incursions and Regular Outings
Policy type	Management
Group	Family and Children

Rationale

Children are active civic participants in their own learning. Excursions and incursions extend children’s learning experiences, connecting them to their community to develop a sense of belonging. Excursions/incursions and regular outings will be planned in accordance with the early learning frameworks.

The purpose of this Policy is to ensure that all excursions and incursions take place with parent/guardian consent and with all safety precautions in place in accordance with the *Education and Care Services National Regulations 2011*, *Children’s Services Regulations Victorian 2009* and *Children’s Services Act 1996*.

Definitions

Excursion: An excursion is a structured learning experience, which is conducted externally to the service’s site.

Incursion: An incursion is a planned learning experience which is conducted within the service’s site and may involve members of the community attending the service to educate, perform or participate in learning experiences.

Regular outing: A regular outing, in relation to an education and care service, means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are the same on each outing (Regulation 4).

Policy statement

Moonee Valley City Council is committed to:

- ensuring excursions and incursions are relevant to the program and children involved
- conducting a safety risk assessment of the excursion venue prior to the event

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- obtaining parental consent for a child to attend an excursion
- ensuring appropriate excursion adult-to-child ratios for effective supervision

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Procedure	2.11 Excursions, Incursions and Regular Outings Procedure
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Action	Approved provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
An Excursions and Incursions Policy is developed in consultation with an approved provider, a nominated supervisor, a certified supervisor, an early childhood teacher, educators/contractors, staff and parents/guardians at the service.	✓	✓	✓	✓	r.168		
Ensure educators/contractors, staff, parents/guardians, volunteers, students and others at the service are provided with a copy of this Policy, and comply with its requirements.	✓	✓	✓	✓	r.168		
Plan and implement excursions in conjunction with Responsible Person/nominated supervisor, taking into consideration: <ul style="list-style-type: none"> ensure excursions/incursions are planned with clear objectives that enhance the children's learning learning outcomes and contextual relevance the number of children to go on the excursion the risks associated with the excursion, including the safety of the environment for children the appropriateness of toileting and hand-washing facilities how an emergency would be managed if it occurs on an excursion 	✓	✓	✓	r.100 r.101	s.167	r.74 s.26 s.27	

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<ul style="list-style-type: none"> the emergency evacuation plans for any building visited medical needs of the children emergency contacts name tags for children with contact number and name 	✓	✓	✓		r.100 r.101		r.74 s.26 s.27 s.29A
Ensure all regulatory requirements are complied with in the planning and implementation of excursions.	✓	✓	✓		r.101 r.109		r.74 s.27 s.29
A risk assessment has been prepared and is available at the service along with a map of and/or route to the destination.	✓	✓	✓		r.100 r.101		r.74 s.26 s.27
Once every 12 months a risk assessment must be undertaken for regular outings/ excursions.	✓	✓	✓		r.102		r.73 s.26
Communicate to families regarding excursions/special events including distribution of permission forms.	✓	✓	✓	✓	r.102		
Authorisation for regular outings will be sought upon enrolment where possible. Prior to the outing, staff members/educators/contractors are to notify parents/guardians verbally, by phone or email of the time, destination and travel mode for children authorised to attend regular outings.	✓	✓	✓		r.102		r.73 r.73
The completed excursion form must be provided to families prior to the excursion/regular outing.		✓	✓	✓	r.102		
The authorisation for excursions must be given by a person named in the child's enrolment record as having lawful authority to authorise the taking of the child outside the premises.		✓	✓	✓	r.102		r.73
Ensure that a child being educated and cared for by the service is not taken outside the premises or family day care residence unless written authorisation has been provided.		✓	✓		r.102		r.73 s.29A s.26

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Provide authorisation/non-authorisation through excursion or incursion permission forms to the service before the excursion/incursion.	✓	✓	✓		r.102		
Complete, sign and date excursion/incursion/regular outings authorisation forms.		✓	✓	✓	r.102		r.73
Submit excursions/incursions and regular outings documentation and risk assessments to Coordinator Early Learning/ Coordinator Child Care Centres two weeks prior to approval.	✓	✓	✓		r.102		r.74 s.26
Approve excursions/special events in conjunction with the Responsible Person/nominated supervisor.		✓	✓				r.74 s.26
Record upcoming excursions/regular outings in F&CS record file.		✓	✓				
Ensure that vehicles used to transport children have seatbelts fitted and child restraints that are suitable for a child's age/size and that these are correctly used.	✓	✓	✓			s.165 s.167	r.74 s.26 s.27 s.29A
Ensure that educators/contractors follow procedures when children are transported by bus. This includes undertaking regular head counts and cross-checking against the attendance record to ensure no child is left behind.	✓	✓	✓			s.165 s.167	r.74 s.26 s.27 s.29A
Ensure that educator-to-child ratios are maintained at all times, including during excursions and incursions and only educators/contractors who are working directly with children are included in educator/contractor-to-child ratios.	✓	✓	✓		r.123 r.355 r.357 r.360	s.165 s.167 s.169	r55 s.27 s.29A
To supplement the legislation ratio, Council requires additional people such as parents, guardians or other family members over 18 years old to actively participate and supervise children when excursions or regular outings						s.167 s.169	r.55 s.27 s.29A

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<p>occur. The table outlines the required overall adult-to-child ratio.</p> <table border="1" data-bbox="196 558 802 680"> <tr> <td>Children aged 0–2 years</td> <td>1 adult: 2 children</td> </tr> <tr> <td>Children aged 2–3 years</td> <td>1 adult: 3 children</td> </tr> <tr> <td>Children aged 3–5 years</td> <td>1 adult: 6 children</td> </tr> </table> <p>When considering the overall ratio, individual children's health and safety requirements should be considered to ensure every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</p>	Children aged 0–2 years	1 adult: 2 children	Children aged 2–3 years	1 adult: 3 children	Children aged 3–5 years	1 adult: 6 children	✓	✓	✓				
Children aged 0–2 years	1 adult: 2 children												
Children aged 2–3 years	1 adult: 3 children												
Children aged 3–5 years	1 adult: 6 children												
Ensure persons who do not work directly with the children are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.		✓	✓			s.165 s.167	s.26 s.27 s.29A						
Ensure that children are adequately supervised at all times.		✓	✓		r.109 r.158	s.165 s.169	s.26 s.27 s.29A						
Undertake regular head counts and cross-checking against the attendance record to ensure no child is left behind.		✓	✓		r.158	s.165 s.167	s.26 s.27 s.29A						
Ensure there is an accurate list of everyone participating in an excursion, including parents/guardians, siblings, volunteers and students, with contact details for each individual.		✓	✓		r.158 r.100 r.101		r.74						
Display the notice at the service advising children are on an excursion, including the location of the excursion and expected time of return.	✓	✓	✓				r.73						
<p>Staff must ensure that they are carrying:</p> <ul style="list-style-type: none"> a suitably equipped first aid kit and any required medications, and, if any child has been diagnosed as at risk of anaphylaxis or asthma attack, the child's prescribed medication (unexpired), and 	✓	✓	✓		r.89 r.90	s.167	r.63 r.80 s.26 s.29A						

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medical management plan and bag <ul style="list-style-type: none"> an operational mobile telephone whereby staff member can be contactable at any time during an excursion 					r.136 r.98		r.77
A staff member/educator/contractor with an approved current first aid certificate and trained in anaphylaxis and asthma management must be on duty on all excursions. Staff must be contactable at any time during an excursion, via mobile phone.		✓	✓		r.136	s.167 s.169	r.63 r.77 r.84 s.26 s.27 s.29A
Ensure emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.		✓	✓		r.158 r.100 r.101	s.167	s.26
Ensure sunscreen (if required) is taken on excursion/incursions.		✓	✓			s.167	s.26
Provide items required by your child for the excursion or incursion eg. snack/lunch, sunscreen, coat etc.	✓	✓	✓		r.77 r.78		r.78 r.79 r.80 s.26
Discuss with staff/educators/contractors their availability/intention to participate in excursions or special events.		✓	✓			s.169	s.27 s.29A
Inform parents/guardians of items required by children for the excursion, eg. snack/lunch, sunscreen and coat.		✓	✓		r.77 r.78		r.78 r.79 r.80 s.26

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Notification of serious incident

The National Law requires the approved provider to notify the Australian Children's Education & Care Quality Authority (ACECQA) within 24 hours of the following serious incidents at an approved service:

- the death of a child while being cared for or educated by the children's service centre
- any incident involving an accident or injury or trauma to a child while being cared for or educated by the service requiring the attention of a registered medical practitioner or admission to a hospital
- if a child appears to be missing or otherwise cannot be accounted for or appears to have been taken or removed from the service contrary to the *Education and Care Services National Regulations 2011* (Regulations 168(2)(f) and 99)
- an allegation of abuse by a proprietor, staff member, family day care educator or visitor at a licensed children's service centre

Refer to ACECQA acecqa.gov.au for Notification of Serious Incident Form SI01 and Policy 2.6 Incident, Injury, Trauma and Illness Policy and Procedures.

Missing/lost child

Staff/educators/contractors have a duty of care to ensure that all children are safely supervised on any excursion. However, in the event that a child goes missing the following action will take place:

- alert all staff (where possible)
- begin search (where appropriate ensure the safety of the other children)
- if at a venue, venue staff must be notified and asked to assist in the search
- if the child is not found quickly, notify the police, the nominated supervisor and the child's parents/guardians
- the nominated supervisor will notify the Coordinator of Kindergarten Services/ Coordinator Childcare and/or Manager Family and Children as soon as practicable to report the matter and to seek further advice.

The recommended ratios are:

- Children aged 0–2 years — 1 adult: 2 children
- Children aged 2–3 years — 1 adult: 3 children
- Children aged 3–5 years — 1 adult: 6 children

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Consider how attendance numbers will be verified at certain times during the excursion, such as when leaving the venue or travelling on public transport. Strategies that might be used include head counts, or allocating a group of children to a particular adult or educator.

Complete and document a risk assessment in the required template in consultation with the Responsible Person/nominated supervisor, and secure approval for the excursion (refer to Schedule 1, this document for ACECQA template or access at www.acecqa.gov.au).

A risk assessment for an excursion must:

Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child taken on the excursion, including:

- the proposed route and destination for the excursion
- any water hazards
- any risks associated with water-based activities
- the transport to and from the proposed destination for the excursion
- the number of staff/educators/contractors 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 excursion
- the items that should be taken on the excursion
- emergency situations requiring administration of first aid/medication, or evacuation

Transportation (also refer to Policy 2.20 Use of Transport and Procedures).

Buses will be either hired from local transport companies or provided by Council to transport larger numbers of children on some excursions.

If the bus is provided with seatbelts, they must be worn by all children and staff/educators/contractors and accompanying parents/guardians.

In the event that the bus breaks down:

- it will be the responsibility of the bus company or Council (if it is Council's bus) to provide a replacement vehicle as soon as possible

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- while waiting for the replacement bus, staff/educators/contractors will continue to ensure the safety of the children
- staff/educators/contractors are to notify the Coordinator Early Learning/ Coordinator Child Care as soon as practicable

If transporting in a taxi, the appropriate restraint will need to be provided by the staff/educator and attached to the anchorage points as they apply to the restraint.

If transport is by public transport, staff/educators/contractors must ensure that there are adequate seats for all children so they can remain seated at all times and ensure the highest level of safety is maintained.

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Link to Council policies

Council's Occupational Health and Safety policies and procedures support this Policy, as well as Heat and Sun and Hazard Identification, Risk Assessment and Control policies and procedures.

Resources and useful websites

This Policy and Procedures are aligned to the following National Quality Standard
www.acecqa.gov.au/national-quality-framework/the-national-quality-standard

Choosing and Using Child Restraints (2009). VicRoads.
<https://www.vicroads.vic.gov.au/safety-and-road-rules/vehicle-safety/child-restraints>

Government of South Australia, Department of Education and Children's Services,
FDC Policy Statement, July 2009 — <https://www.decd.sa.gov.au/>

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