

Excursions and Incursions Policy and Procedures

Policy Statement

Excursions and incursions (special visitors to the centre) provide variety to our program. They enable children to explore different environments and provide opportunities to expand and enhance their experiences.

Considerations

Links: Education and Care Centres National Regulations 2011, National Quality Standard 2011

- Regs
- S. 165 - Offence to inadequately supervise children
 - S. 167 - Offence relating to protection of children from harm and hazards
 - 4 (1) - Definition regular outing
 - 89 - First Aid Kits
 - 90- Medical conditions policy
 - 97- Emergency and evacuation procedures
 - 98- Telephone or other communication equipment
 - 99 – Children leaving the education and care service
 - 100- Risk assessment must be conducted before excursion
 - 101- Conduct of risk assessment
 - 102- Authorisation for excursion
 - 102B-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
 - 102E - Children embarking a means of transport – centre-based services
 - 102F - Children disembarking a means of transport – centre-based services
 - 122 - Educators must be working directly with children to be included in ratios
 - 123 - Educator to child ratios – centre-based services
 - 136- First Aid qualifications
 - 158- Childrens attendance record to be kept by approved provider
 - 160- Child enrolment records 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.
 - 171- Policies and procedures to be kept available
 - 172 - Notification of change to policies or procedures
- NQS 1.1.1- Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators
- 2.1.1- Each child's health needs are upheld
 - 2.2.1- Children are adequately supervised at all times
 - 2.2.1- Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
 - 2.2.2- Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and Implemented
 - 7.2.1- An effective self-assessment and quality improvement process is in place
 - 7.1.2-Services practices are based on effectively documented policies and procedures that are available at the Centre and reviewed regularly

Implementation

Excursions and incursions will be conducted with the children's safety and wellbeing in mind at all times. We may regularly schedule incursions and visitors to our OSHC Service however, 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 for 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.

DEFINITIONS

Authorised Person - A parent or family member of a child who is being educated and cared for by the service or the family day care educator, or their authorised nominee.

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.

Extra-Curricular Activities: means an activity organised separately from the OSHC Service that children may attend during OSHC operating hours. Examples include music lessons, dance class, choir lessons.

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 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.

Risk assessment - Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.

Considerations for Excursions and Incursions

Excursions and incursions must have a clearly defined purpose, supporting the educational program and contributing to children's learning outcomes. Planning must occur well in advance, with consideration of:

- time away from the Service
- access to toilets, washing facilities, safe drinking water, shade and sun protection
- health, hygiene and safety practices
- possible risks (identified in a risk assessment)
- accessibility for all children, including those with additional needs
- transportation and travel routes
- costs to families
- weather conditions and wet weather arrangements
- safety procedures to be taught to children
- communication with families before and during the excursion
- risk assessment documentation from the venue
- adequate supervision and communication between educators at all times
- transitions between areas and venues
- water hazards or high-risk environments

- safety and wellbeing of children remaining onsite during incursions.
- communication between educators participating in the excursion and the Service
- adequate shade and sun protection
- transitions between areas of the venue

Excursion/Incursion Risk Assessment

The Approved Provider or Nominated Supervisor must complete a risk assessment in line with Regulation 101 prior to authorisation under Regulation 102. If transport is involved, all requirements under Regs. 101, 102, 102B and 102C must be addressed.

The risk assessment must:

- identify and assess risks to children's health, safety and wellbeing
- specify strategies to manage and minimise these risks
- ensure Working with Children Checks are conducted for all adults participating in incursions
- confirm visiting groups/performers have insurance cover
- consider the proposed venue, route, transport, and any water hazards
- assess risks of water-based activities
- include procedures for entering/exiting premises and vehicles, embarking/disembarking, and accounting for all children
- consider educator-to-child ratios, additional adults required, and specialised skills (e.g. lifesaving)
- outline activities planned, duration, and supervision strategies (including during transitions and toileting)
- list items to be taken (mobile phone, contacts, first aid, medications, medical plans).

For regular outings, one risk assessment is required every 12 months but must be reviewed regularly. A new assessment must be completed if circumstances change.

Approved Provider / Nominated Supervisor / Management Will Ensure:

- Ensure compliance with the National Law and Regulations.
- Provide all staff, students, volunteers and visitors with access to this policy and procedure.
- Ensure an Excursion/Incursion Risk Assessment and supervision plan are developed and approved before the excursion.
- Appoint an Excursion Coordinator responsible for preparation, documentation and oversight.
- Ensure staff receive ongoing training in risk management and excursion procedures.
- Require regular head counts at least every 30 minutes (best practice).
- Require attendance checks before leaving, during travel, on arrival, during transitions, before departure, and on return.
- Ensure the Excursion Coordinator carries the Service mobile phone (charged and working).
- Consider higher educator-to-child ratios in high-risk environments (e.g. water, busy roads).

- Provide families with an Excursion/Incursion Authorisation Form and obtain written consent prior to participation (not required for incursions unless identified in the risk assessment or there is a cost).
- Allow families to view risk assessments on request.
- Keep all excursion documentation securely for 3 years.
- Ensure excursions do not exceed the Service's licensed capacity.
- Brief volunteers/students/adults on their roles, including that they cannot be left alone with children.
- Review excursion practices afterwards to identify improvements.

Parent/Guardian Authorisation

Children may not attend excursions without written authorisation from a parent/guardian or authorised person listed in their enrolment record. Authorisations must include:

- child's name
- reason, date, destination and activities for the excursion
- transport details (method, duration, safety restraints if applicable)
- anticipated number of children, staff, and supervising adults
- educator-to-child ratio
- period of time child will be away from the Service
- confirmation that a risk assessment and policies are available at the Service.

Regular outings require one authorisation per 12 months. Authorisation may also be required for incursions where costs or risks are identified. Records are kept securely in enrolment files for 3 years.

Staffing Arrangements

- Educator-to-child ratios must meet or exceed those in the National Regulations.
- Extra staff must be engaged to support children with additional needs.
- Ratios must reflect: type of excursion, risks, location, ages, abilities, and individual needs.
- Adequate supervision requires careful positioning, visibility, and vigilance during all activities and transport.
- At least one educator present holds a current first aid, CPR, asthma and anaphylaxis qualifications (both at the excursion and at the Service if children remain onsite).
- A supervision plan must be prepared and followed.

Parent and Volunteer Participation

Parents and volunteers are encouraged to participate, however

- cannot be included in educator-to-child ratios
- cannot be left alone with children
- must be briefed on risk assessments, emergency procedures, confidentiality, mobile phone use and photograph policy

- must not smoke or vape during excursions or incursions at any time.
- must wear appropriate clothing/footwear
- must follow the excursion coordinator's directions and report any concerns such as a missing child immediately
- must hold a verified Working with Children Check.

Items Required on Excursions

- First aid kit(s)
- Fully charged mobile phone
- Emergency contact details for all children
- Medication and medical plans for relevant children
- Sunscreen, hats and weather-appropriate items
- Child attendance record

Transportation

Excursions involving transport must comply with the Safe Transportation Policy. Risk assessments must outline embarkation/disembarkation processes and accountability for each child. Transport methods include:

- Walking: use safe footpaths, crossings and road rules; children must follow "stop, look, listen, think".
- Bus: do not exceed seating capacity; all children seated and wearing seat belts where available.
- Train: notify the station in advance; board/disembark calmly; children seated together in one carriage.
- Car: vehicles must be roadworthy, registered, and fitted with age-appropriate restraints; drivers must hold valid licences (police check or Bus Driver Authority may be required).

Extra-Curricular Activities

Children may participate in school-based or third-party activities (e.g., music, sport, dance) during OSHC hours. Families must complete an Extra-Curricular Authorisation Form each term and inform the Service of changes. Educators sign children out/in of the attendance record and complete a risk assessment for each activity including

- 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 confirm the Service's insurance covers planned excursions/incursions, including the vehicle, noting that some policies exclude high-risk activities (e.g. jumping castles, pony rides, water slides).

Checking Children's Safety

Educators must:

- carry attendance records and mark children in/out at each stage
- check vehicles thoroughly to ensure no child is left inside (two-person check recommended)
- supervise embarking/disembarking carefully
- conduct head counts at least every 30 minutes
- check and supervise bathroom facilities
- supervise transitions between areas with head counts before/after moving
- follow medication procedures for children as required
- ensure children remain in the Service's care unless signed out by an authorised parent/guardian.

If a Child Becomes Ill on an Excursion Educators must:

- assess and manage the child's illness using first aid and medical plans by following the *Incident, Injury, Trauma and Illness Policy/Procedure*
- call an ambulance if required
- notify parents/guardians as soon as possible (within 24 hours)
- maintain ratios and complete an Incident, Injury, Trauma and Illness Record
- notify the Regulatory Authority of any serious incidents within 24 hours.

Lost Child

If a child is unaccounted for:

1. Inform another educator and maintain supervision of the group.
2. Conduct a head count and check with other staff/venue.
3. Search the premises and meeting points.
4. Notify venue staff to assist and make announcements.
5. If child remains missing, contact Police (000) immediately.
6. Notify parents/guardians.

7. Reassure remaining children.
8. Notify the Regulatory Authority within 24 hours.

Emergency Management

- Risk assessments must identify possible emergencies and check venue procedures.
- In an emergency, staff follow the Service's evacuation or lockdown procedures and contact the Nominated Supervisor.
- Ensure Emergency services instructions are followed.
- Families are notified as soon as possible, however must be within 24 hours.
- A post-incident review will be conducted to assess improvements.
- The approved provider will notify the regulatory authority of any serious incident involving a child while being educated and cared for at the Service within 24 hours

Procedures Before/During and Post Excursions and Incursions

Responsibilities of the Excursion Coordinator

The Approved Provider and Nominated Supervisor will:

1. review the Service's *Excursions/ Incursions Policy* annually in collaboration with educators, staff, families and children and young people'
2. collaborate with children and young people, educators, and families to discuss possible excursions to extend and support the educational program
3. check national law and regulations to ensure compliance when planning the excursion
4. appoint an excursion coordinator to ensure all requirements are met prior to organising and conducting any off-site excursions
5. ensure the excursion coordinator conducts a risk assessment in accordance with Regulation 101. The risk assessment must be approved by the approved provider or nominated supervisor prior to the excursion.
6. ensure the excursion is consistent with the requirements of the insurance held by the OSHC Service
7. ensure child safe standards are adhered to at all times
8. ensure the safe use of digital technologies and online environments during excursions and incursions:
 - children and young people will be supervised while using digital technologies or online environments
 - staff and educators are not to use personal electronic devices to take images or videos of children while on excursions or incursions
 - staff and educators will not be in possession of personal electronic devices while participating in an excursion or incursion
 - staff and educators will ensure service issued electronic devices are secure and password protected at all times while participating on an excursion or incursion
9. Staff, educators and volunteers participating in the excursion or incursion will adhere to the Services *Safe Use of Digital Technologies and Online Environment Policy* and procedure at all times, including when participating in an excursion or incursion

The Excursion Coordinator will:

1. Identify and assess risks that may affect children's or young persons safety, health, or wellbeing.
2. Where possible, conduct a site visit to ensure the venue is safe, accessible, and inclusive.
3. Develop an excursion itinerary to support smooth transitions and safety.
4. Ensure educator-to-child ratios are maintained, with extra consideration for high-risk environments (e.g., water hazards, busy roads).
5. Complete all required documentation:
 - Excursion Checklist and Plan
 - Excursion and Incursion Risk Assessment
 - Excursion Authorisation Form
 - (If transport is involved) Driver Declaration, Emergency Transport Folder, and Vehicle Safety Report

Planning Excursions and Incursions

1. Proposals are discussed with the Nominated Supervisor and educators.
2. The Excursion Coordinator prepares documentation and submits to the Approved Provider for approval.
3. Parent/guardian authorisation is obtained for all children attending.
4. Alternative supervision is arranged for children not attending.
5. The excursion/incursion is conducted.
6. A review is undertaken by the Excursion Coordinator and Nominated Supervisor to update policies, procedures, or risk assessments if required.

Risk Assessment

The approved provider, nominated supervisor and excursion coordinator will:

- Conducted for all excursions and incursions.
- Updated annually for regular outings, or sooner if circumstances change.
- Developed in consultation with educators, families, and (where appropriate) children.
- Inclusive of children with additional needs or medical conditions.
- Focused on supervision, ratios, and strategies to account for each child at all times.
- Reviewed after incidents or if safety concerns arise.
- Stored securely for at least 3 years in line with the Record Keeping and Retention Policy.

Site Visits

Where possible, the Excursion Coordinator will:

- Arrange a pre-visit to the venue.
- Request a copy of the venue's risk assessment.
- Apply the service's Water Safety Policy if water hazards are present.
- Consider access to amenities such as toilets, hand washing, food, drink, and shade.

Resources and Responsibilities

The Excursion Coordinator will:

1. Ensure at least one attending educator holds current first aid, CPR, anaphylaxis, and asthma management training.
2. Secure written approval from the Approved Provider.
3. Communicate the plan and roles to all educators, staff, and volunteers.
4. Verify Working With Children Checks for all volunteers and parent helpers.
5. Advise families that the risk assessment is available for viewing.
6. Ensure regular headcounts are conducted during all transitions and stages of the excursion.

Authorisations

- No child may attend without written parental/guardian authorisation.
- Parents/guardians will be provided with information as outlined in Regulation 102.
- Written authorisation for regular outings will be renewed annually or if circumstances change.
- Authorisation forms will be securely stored for 3 years.

Transportation

If transport is required, procedures will include:

- Safe embarking/disembarking procedures and headcounts at each transition.
- Compliance with seat belt and restraint requirements.
- Clear identification of routes, pick-up/drop-off points, and safety procedures.
- Consideration of children's age, abilities, health, and supervision needs.
- Compliance with the Safe Transportation of Children Policy and Regulations 102E and 102F.

Managing Incidents on Excursion

Injured Child

- Educators will administer first aid and contact emergency services if required.
- A fully stocked first aid kit and required medications will be taken on every excursion.
- Contact 000 if required for an emergency.

Unwell Child

- First aid will be provided in line with the *Administration of First Aid or Incident, Injury, Trauma and Illness policy*.
- The Nominated Supervisor will be notified and additional support sought if needed.
- Parents/emergency contacts will be informed, and an educator may accompany the child to medical care.
- Contact 000 in an emergency for immediate assistance
- Where possible, an educator will accompany the child to the hospital/medical attention

Missing or Unaccounted Child or Young Person

- Immediate headcounts and searches will be conducted.
- Venue staff and police will be notified within 10 minutes if the child is not found.
- Parents and the Nominated Supervisor will be contacted.

- A coordinated response will be undertaken with emergency services.

Challenging Behaviours

- Strategies will be planned prior to excursions for children with additional behavioural needs.
- Behaviour expectations will be discussed with children before leaving.
- Parents will be notified of any incidents.
- In severe cases, children may be required to be collected from the venue by their parents or emergency nominees

Review

- The Excursion Coordinator will monitor and adjust controls during the excursion.
- A full review will be undertaken following any incident.
- Risk assessments for regular outings will be reviewed at least annually, or sooner if circumstances change.

CONTINUOUS IMPROVEMENT/REFLECTION

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

Sources:

- Australian Children's Education & Care Quality Authority. (2025). [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. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.](#) V2.0.
- Education and Care Services National Law Act 2010. (Amended 2023).
- [Education and Care Services National Regulations.](#) (Amended 2023)
- Kidsafe Victoria Road Safety <https://www.kidsafevic.com.au/road-safety/>
- Kids and Traffic Early Childhood Road Safety Education Program (NSW) [Transporting Children Safely](#)
- NSW Government Centre for Road Safety. (2024): <https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
- Road Transport (Safety & Traffic Management) Act 1999.
- Victoria State Government Education and Training *Early Childhood Professionals*

Comments:

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