

## Excursions and Incursions

### 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**

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Regs 89 - First Aid Kits

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

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

### Procedure

**Please note: In response to the Australian Government's Coronavirus Emergency Response Plan Fun 4 U is limiting face to face contact with the community and has implemented the following temporary measures at this time. Implemented from 9<sup>th</sup> April, 2020 and amended on 20<sup>th</sup> August, 2021.**

- 1. All excursions outside of the school grounds will cease to assist the service to minimise contact with the community.**
- 2. Incursions will be suspended at this time to assist in minimising risk to staff and children.**

### Planning:

**A risk assessment will be carried out prior to any excursion as described in Regulation 101**

All excursions will be planned taking into consideration:

- Children's ages, capabilities, interests and suggestions
  - Ways to enhance and expand children's developmental experiences
  - Children's safety
  - Suitability of the venue including access for wheelchairs if required
  - Access to food, drink, toilets and other facilities
  - Weather conditions which may make the venue unsuitable
  - Specific clothing and equipment needs of the children
  - Travel arrangements needed
- The nominated supervisor or a responsible person is to visit, or be familiar with, the venue before the excursion takes place to ensure that it is suitable, safe and accessible for all.
  - When planning an excursion, alternative arrangements will be made for adverse weather conditions.

- The nominated supervisor/ Responsible person will consider all weather conditions when making the final decision to continue with the excursion.

### **Authorisations and Notifications**

- No child will be taken on an excursion without the parent's written authorisation
- All excursions will be publicised to all parents with full details of destination, times of departure and return, educators and volunteers attending and details of what children should bring on the day.
- An excursion permission form will be completed for each specific excursion indicating:
  - Date
  - Child's name
  - Reason the child is to be taken outside the premises
  - Time and duration of excursion
  - Cost
  - Proposed destination
  - Method of transport
  - Proposed activities involved
  - Contact number
  - Total number of children in attendance
  - Total number of adults in attendance
  - Staff: child ratio
  - Parent's name and signature
  - Written notice informing families that a risk assessment has been completed.
- A notice will be prominently displayed at the centre indicating:
  - Destination of the excursion
  - Itinerary and timetable
  - Contact phone numbers

### **Transportation**

- The transport policy will apply in relation to travelling to and from any venue.
- All staff, volunteers and parents on the excursion will be made aware of the transport policy and procedures for supervising and assisting children while travelling in public or private transport or on walking excursions.
- Particular attention will be paid to assisting children when boarding or alighting from public transport and when walking with children across roads or in crowded areas.

### **Staff Ratios and Supervision**

- Staff :Child ratios will be met at all times
- On all excursions there will be a maximum of 8 children to each educator and if necessary one educator for each special needs child attending
- Trainees, volunteers and parents will not be included in the staff:child ratio but will be welcome to accompany children and staff on excursions
- The nominated supervisor or a responsible person must be present on all excursions, have recognised first aid qualifications and be responsible for overall supervision.
- A minimum of 2 educators on any excursion must have a recognised first aid qualification and a updated anaphylaxis and asthma certificate.
- Bushwalking excursions will only be undertaken in well known areas. Children and educators must remain on defined paths and be instructed in bush safety including what to do in case of fire or if separated from the group.
- Swimming excursions will not be undertaken because of the dangers they represent.

### **During the Excursion**

- Excursions are compulsory on the days they have been organised and children may not remain at the centre unless the excursion is cancelled due to bad weather or for some other reason.
- No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing.
- Children's names will not be displayed on hats, bags or badges.

## **Information and equipment to be taken on the excursion will include:**

- A list of all children on the excursion together with relevant personal details and parent contact numbers.
- A list of all relevant contact numbers and emergency contact numbers.
- A fully stocked portable first aid kit
- Water
- Mobile phone

The centre's emergency, accident, illness and medication policies will be implemented on excursions as required.

Educators will talk to the children prior to leaving for the excursion regarding appropriate behaviour during the excursion and what to do if they become separated from the group.

## **Incursions**

- All entertainers, educationalists and other special visitors to the centre must have the appropriate Working with Children clearance and must produce details of their public liability insurance.
- When special visitors come to the centre, all children attending on that day are encouraged to take part in the activity offered.
- Parents must pay any extra charges required if their child is attending the centre on that day.

## **Sources, further reading and useful websites**

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### **Sources**

- Education and Care Centres National Regulations 2018
- Guide to the National Quality Standard 2018  
<http://www.kidsafe.com.au/>

### **Comments:**

Date Created: August 2015

Date Reviewed: August 2021