

EXCURSIONS/ INCURSIONS/ EXTRA-CURRICULAR ACTIVITY POLICY & PROCEDURE

Policy Statement

Our Out of School Hours Care (OSHC) Service is committed to providing children with safe, inclusive and enriching excursion, incursion and extra-curricular experiences that enhance learning, wellbeing and engagement. These experiences are planned and delivered in a manner that prioritises children's health, safety and wellbeing, while supporting the principles and outcomes of *My Time, Our Place: Framework for School Age Care in Australia*. The Service will ensure that all excursions, incursions and extra-curricular activities are carefully planned, risk assessed, adequately supervised and conducted in accordance with the Education and Care Services National Law and National Regulations. We are committed to working in partnership with families and relevant stakeholders to ensure children's participation is voluntary, authorised, inclusive and responsive to individual needs, abilities and interests.

Background

Excursions, incursions and extra-curricular activities play an important role in supporting children's learning, development and connection to their community. These experiences provide opportunities for children to explore new environments, build social skills, develop independence, and engage in meaningful, real-world learning beyond the routine OSHC setting. Under the Education and Care Services National Regulations, approved providers are required to ensure that children's health, safety and wellbeing are protected at all times, including when children are taken outside the Service premises or when external providers and visitors attend the Service. This includes obtaining appropriate authorisations, conducting thorough risk assessments, maintaining educator-to-child ratios, and ensuring effective supervision and emergency preparedness.

This policy provides a framework to ensure that excursions, incursions and extra-curricular activities are planned and implemented safely, responsibly and in a manner that reflects best practice, legislative requirements and the individual needs of children enrolled at the Service.

It supports consistency in decision-making and ensures that educators, staff and families understand their roles and responsibilities in relation to these activities.

Legislative Requirements and links to the National Quality Framework

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1.1	Approved learning framework	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.
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 LAW AND NATIONAL REGULATIONS	
S. 51(2A)	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
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 premises
100	Risk assessment must be conducted before excursion

101	Conduct of risk assessment for excursion
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
149	Volunteers and students
151	Record of educators working directly with children
158	Children’s attendance record to be kept by approved provider
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Definitions of Key Terms used in the Policy

TERM	MEANING	SOURCE
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	ACEQA
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.	Guide-to-the-NQF-250901.pdf

Excursion	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) the 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.	National Law Definitions
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.	National Law Definitions
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 the same on each outing.	National Law Definitions
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.	Risk Assessment and Management - ACEQA

Principles that inform the policy

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.

Considerations for Excursions/Incursions & Extra-Curricular Activities:

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 & Extra-Curricular Activities Risk Assessment

The approved provider or nominated supervisor must conduct a risk assessment which reflects Reg. 101 before an authorisation is scheduled under Reg. 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, 102, 102B, 102C.

The Risk Assessment Must:

- Identify and assess risks to children's health, safety and wellbeing for excursions and incursions
- Document strategies to manage and minimise identified risks
- Confirm Working with Children Checks for all adults involved in incursions
- Ensure visiting providers, groups or performers hold appropriate insurance
- Consider the excursion route, destination and any environmental hazards, including water hazards and water-based risks
- Assess transport arrangements, including travel duration and compliance with seatbelt and safety restraint laws
- Outline procedures for entering and exiting the service, embarkation and disembarkation, and how children will be accounted for at all times
- Determine appropriate adult-to-child ratios, supervision requirements and any specialised skills needed (e.g. lifesaving)
- Consider planned activities and the overall duration of the excursion
- Identify essential items to be taken, such as first aid kits, medical management plans, medications, emergency contacts and mobile phones

- Implement strategies to ensure continuous supervision during transitions, toileting, travel, and at the conclusion of the excursion

If the excursion is a *regular excursion*, or ‘*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.

Roles and Responsibilities

The Approved Provider/ Nominated supervisors/ Management and Educators 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).
- Ensure educator to child ratios are maintained during the excursion and consider higher educator-to-child ratios in high-risk environments (e.g. water, busy roads).
- Ensure family members and volunteers attending the excursion are not left alone with any child or group of children
- 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.
- Verify that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.).
- Review excursion practices afterwards to identify improvements.
- Notify families at least 14 days before changing the policy or procedures if the changes will:

- affect the fees charged or the way they are collected or
- significantly impact the service's education and care of children or
- significantly impact the family's ability to utilise the service.

Families will Ensure:

- sign the authorisation forms for their child to attend the excursion and ensure all information required is up-to date
- Provide written authorisation for their child to leave the service premises on regular outings
- Be aware of all the information about the excursion – ask questions if needed
- If volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities
- Ensure required medication for their child is in date and available to take on an excursion.

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 Aids Kits – appropriately equipped	
Fully Charged and operating Mobile Phone	
Emergency contact details for all children	
Medications 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”. Educators will remain vigilant that no child runs ahead or lags behind the group
- **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 if possible and not in a Quiet Carriage.
- **Car:** vehicles must be roadworthy, registered, and fitted with age-appropriate restraints; drivers must hold valid licenses (police check or Bus Driver Authority may be required).

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

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 review their insurance policy of the vehicle prior to the excursion/incursion to ensure liability is protected by the OSHC Service. A copy of the insurance policy should be kept within the service's vehicle at all times

Monitoring For Incidents Whilst on the Excursion/Incursion & Extra-Curricular Activities

Checking for Children's Safety: <i>Educators Must</i>		
1	Carry attendance records and mark children in/out at each stage	
2	Check vehicles thoroughly to ensure no child is left inside (two-person check recommended)	
3	Supervise embarking/disembarking carefully	
4	Conduct head counts at least every 30 minutes	
5	Check and supervise bathroom facilities	
6	Supervise transitions between areas with head counts before/after moving	
7	Follow medication procedures for children as required	
8	Ensure children remain in the Service's care unless signed out by an authorised parent/guardian.	

If Child Become Ill : Educators Must

1	Assess and manage the child's illness using first aid and medical plans by following the <i>Incident, Injury, Trauma and Illness Policy/Procedure</i>	
2	Call an ambulance if required	
3	Notify parents/guardians as soon as possible (within 24 hours)	
4	Maintain ratios and complete an Incident, Injury, Trauma and Illness Record	
5	Notify the Regulatory Authority of any serious incidents within 24 hours.	

Lost Child whilst on an Excursion/Incursion/Extra-Curricular Activity:

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.	

Please refer to the *Missing Child Procedure* for more detailed information

Emergency Management During an Excursion

- 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

Excursion/Incursion & Extra-Curricular Activities Procedure (Reg 97)

Plans for before the Excursion

Meeting regulatory requirements:

Prior to any excursion, the Approved Provider or Nominated Supervisor will ensure all requirements under the Education and Care Services National Law and National Regulations relating to excursions are met. This includes completing a documented risk assessment, obtaining written authorisation from families, ensuring appropriate supervision, and confirming staffing, transport, and emergency arrangements.

Excursion planning information

Planning will include the purpose of the excursion, destination, date and duration, proposed activities, travel arrangements, number of children and adults attending, supervision ratios, and emergency contact details.

Risk assessment

A comprehensive risk assessment will be completed prior to the excursion to identify and assess potential risks associated with:

- Travel and transport arrangements
- The destination and environment, including water hazards
- Planned activities
- Supervision requirements and ratios
- Children's individual needs

Identified risks will include clear strategies for minimisation and management. Risk assessments will be reviewed if circumstances change.

Supervision planning and ratio checks

Supervision plans will be documented and reviewed prior to departure to ensure adequate ratios are maintained at all times, including during transitions, travel, activities, and toileting. Educators will reflect on supervision strategies to ensure children are always visible, accounted for, and adequately supported.

Transition from the service

Clear procedures will be implemented for transitioning children from the service to the excursion location, including embarking and disembarking vehicles. Attendance rolls will be checked and children counted at all transition points to ensure all children are accounted for.

Grouping of children and supervision

Children will be grouped appropriately, with educators assigned to specific groups. Groupings will consider children's age, abilities, behaviour, social and emotional needs, and any additional physical or developmental requirements.

Children's specific needs

Medical management plans, medications, and relevant health information for individual children will be reviewed prior to the excursion. Required medications, first aid kits, and emergency medical information will be taken on the excursion and managed by a designated educator.

Educator, staff and volunteer responsibilities

All educators, staff and volunteers attending the excursion will be briefed prior to departure on their roles, responsibilities, supervision expectations, emergency procedures, and child protection obligations.

Informing families

Families will be provided with clear written information about the excursion, including the destination, purpose, date, transport arrangements, supervision, and emergency procedures, prior to the excursion.

Emergency contacts and communication

Emergency contact details, including parents/guardians, emergency services and the service contact number, will be accessible at all times. At least one educator will carry a mobile phone for emergency communication.

Written authorisation

Written authorisation will be obtained from a parent or authorised nominee for each child prior to participation in the excursion, in accordance with regulatory requirements.

Strategies:

- Make sure your policy and procedures are available for all to access.
- Consider creating an excursion checklist of all tasks/items needed throughout the process, and provide this to relevant staff and educators.
- Ensure risk assessments are carried out and reviewed as required.
- Regularly reflect on supervision plans and ratio checks.
- Create an excursion run sheet and ensure each adult has a copy.
- Ensure all educators, staff and volunteers understand each step of the procedures.
- Undertake an excursion supervision induction for volunteers.
- Ensure the policy and procedures are part of educator and staff induction training, and regularly reviewed at team meetings.

Procedures in relations to 'Plans for before the Excursion'

Planning of Excursion/Incursion/Extra-Curricular Activities		
1	Excursion proposal discussed with nominated supervisor and educators	
2	Nominated supervisor to appoint an Excursion Coordinator	
3	<p>Excursion coordinator to complete:</p> <ul style="list-style-type: none">• <i>Excursion Checklist and Plan</i>• <i>Excursion Risk Assessment</i>• <i>Excursion Authorisation Form</i> <p>If the excursion includes transport the additional forms will be completed:</p> <ul style="list-style-type: none">• <i>Driver Declaration</i>• <i>Emergency Transport Folder</i>• <i>Vehicle Safety Report</i>	
4	Approved provider to review associated excursion documentation and formally approve excursion	
5	Excursion coordinator to obtain parent/guardian authorisation for all children attending the excursion.	

6	Nominated supervisor to identify alternative supervision requirements for children not participating in excursion if applicable	
7	Excursion conducted	
8	Excursion coordinator to review excursion, including any incidents that may have occurred. Nominated supervisor to update <i>Excursion/Incursion Policy, Excursion/Incursion Procedure</i> and associated risk assessment.	

Risk Assessment: The approved provider, nominated supervisor and excursion coordinator will:		
1	Conduct a risk assessment for each excursion and incursion held (See <i>OWNA app</i>) <ul style="list-style-type: none"> - For regular outings, risk assessments must be conducted every 12 months or when circumstances for the excursion change such as route or destination, identified risks/hazards (water hazards) 	
2	Conduct a comprehensive risk assessment prior to authorisation sought from families for the excursion or incursion	
3	Develop the risk assessment in consultation with educators, families and, where possible, children.	
4	Consider children with additional needs or medical conditions when planning the excursion/incursion and risk assessment.	
5	Ensure the risk assessment takes into consideration adequate supervision and how each child will be accounted for at all times.	
6	Review the risk assessment following any incident or circumstance where the health, safety or wellbeing of children may be compromised	
7	Update the <i>Excursion/Incursions Policy</i> and procedure as soon as possible following the identification of a risk concerning a child's safety and wellbeing.	
8	Ensure the <i>Excursion and Incursions Risk Assessment</i> is stored safely and securely and kept for a period of 3 years as per the <i>Record Keeping and Retention Policy</i>	

Site Visit		
1	Where possible, arrange for a pre-visit to the proposed excursion venue	
2	Request the venue to provide their own risk-assessment to assist in completing the risk assessment for your Service	
3	For excursions involving water hazards, ensure the <i>Water Safety Policy</i> will be followed at all times	
4	Ensure attention is provided, in regard to, access to food, drink, sun protection and other amenities, including restrooms, hand washing	

Authorisations –	
The approved provider, nominated supervisor and excursion coordinator will:	
1	Ensure no child is permitted to partake on an excursion without written parent authorisation
2	Provide parents or authorised person with detailed information outlined in Regulation 102
3	Obtain authorisation from families of children invited to attend the excursion
4	ensure written authorisation is obtained once in a 12-month period for regular outings or if there is a change in circumstances authorisation is updated
5	Advise families they can access details of the Risk Assessment prior to the excursion
6	Ensure the <i>Excursion/Incursion Authorisation</i> form is stored safely and securely and kept for a period of 3 years as per the <i>Record Keeping and Retention Policy</i>

Plans for During the Excursion
<p>Preparation and required items</p> <p>On the day of the excursion, educators will ensure all required documentation and equipment are prepared and taken, including:</p> <ul style="list-style-type: none"> • Attendance records and excursion authorisations • Emergency contact lists • Mobile phone with sufficient battery • First aid kit and required medications • Medical management plans • Hygiene supplies (gloves, wipes, hand sanitiser) • Food, water and spare clothing as required <p>A final headcount will be conducted before departure</p>
<p>Supervision and accountability</p> <p>Children will be supervised at all times in accordance with the documented supervision plan.</p> <p>Educators will:</p>

- Conduct regular headcounts at key points (departure, arrival, transitions, activities and return)
- Maintain allocated educator-to-child groupings
- Ensure children remain within sight and/or hearing range at all times

If a child is unaccounted for, educators will immediately implement the service's Missing Child Procedure, notify the nominated supervisor/responsible person, secure supervision of the remaining children, and contact emergency services if required.

Maintaining expectations and communication

Clear expectations regarding behaviour, safety rules and boundaries will be reinforced with children prior to departure and throughout the excursion.

Educators, staff and volunteers will maintain ongoing communication to ensure responsibilities are followed, supervision remains effective, and any emerging risks are promptly addressed.

Strategies:

- Excursion timeline, outline or checklist.
- Clearly defined roles and responsibility statements, e.g. assigning certain educators and staff to check first aid kits, ensure medication required by children attending is taken and stored appropriately, check protective equipment, supervision.

Procedures in relations to 'Plans during the Excursion'

Resources and Responsibility		
1	Ensure at least one educator who will be attending the excursion holds current approved first aid qualifications, including emergency life support and cardio pulmonary resuscitation training, approved emergency asthma and anaphylaxis management training	
2	Obtain the signature and date of approval for the excursion from the approved provider before proceeding further	
3	Communicate the excursion/incursion plan to staff, educators and volunteers providing information of each stage of the event and their role	
4	Ensure all volunteers/parent helpers who are assisting with the excursion have provided valid Working with Children Checks which have been verified prior to the excursion	
5	Advise families they can access details of the risk assessment prior to the excursion/incursion	

6	Ensure regular attendance checks or head counts are conducted during each stage and transition of the excursion (See <i>Excursion/Incursion Plan and Checklist</i>)	
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Transportation		
1	If the excursion involves any type of transportation, procedures for embarking and disembarking the vehicle used for transportation, including how each child is accounted for in this process, must be included. Further, any requirements of seat belts or safety restraints under a law of each jurisdiction in which the child is being transported must also be included.	
2	Pick up and drop off locations, the proposed route (map or image of the route can be used) and processes for entering and exiting the Service premises and pick up locations and destinations must also be considered in the risk assessment.	
3	Additional considerations may include: the age, ability, needs and skills of children involved in the excursion and the need for further educators to provide adequate supervision, extreme weather conditions, health needs of all children and adults, child safe practices, movement of children between the vehicle and venue/s.	
4	The <i>Safe Transportation Policy</i> is to be followed at all times where transportation is required for excursions	
5	Key consideration is to be taken when children are embarking and disembarking on transport during an excursion as per Regulations 102E and 102F, including attendance checks or head counts conducted as children embark and disembark from the vehicle	

Misadventure		
1	The excursion coordinator is to advise the nominated supervisor or responsible person immediately or as soon as practically possible, if there is a possibility that the health, safety or wellbeing of children is compromised during the excursion	
2	The excursion coordinator is to advise the nominated supervisor or responsible person immediately or as soon as practically possible, if there is a possibility that the health, safety or wellbeing of children is compromised during the excursion	
3	<p><u>INJURED CHILD DURING AN EXCURSION</u></p> <ul style="list-style-type: none"> Educators are to administer first aid as per the <i>Administration of First Aid Policy</i> and/or <i>Incident, Injury, Trauma and Illness Policy</i> if a child is injured whilst away from the service on an excursion 	

	<ul style="list-style-type: none"> A fully stocked first aid kit is to be available and taken on all excursions, including any medication required for children with medical conditions (example epi-pens/asthma inhalers) <p>Educators are to contact 000 in an emergency for immediate assistance</p>	
4	<p><u>UNWELL CHILD DURING AN EXCURSION</u></p> <ul style="list-style-type: none"> Educators are to administer first aid as per the <i>Administration of First Aid Policy</i> and/or <i>Incident, Injury, Trauma and Illness Policy</i> if a child becomes unwell whilst away from the Service on an excursion If a child or young person becomes unwell on an excursion the excursion coordinator will contact the nominated supervisor/responsible person and advise of the situation and request an additional staff member to assist with ratios if required Educators are to contact 000 in an emergency for immediate assistance Parents or emergency contacts will be contacted to collect the child if required or to advise an ambulance has been contacted <p>Where possible, an educator will accompany the child to the hospital/medical attention</p>	
5	<p><u>MISSING/UNACCOUNTED CHILD DURING AN EXCURSION</u></p> <ul style="list-style-type: none"> If a child or young person is deemed missing or unaccounted for during an excursion the excursion coordinator will be notified and head counts conducted for all groups of children. Educators will search the premises for the missing/unaccounted child and alert the venue management If the child or young person is still unaccounted for following 10 minutes the excursion coordinator will contact the police and report the incident The nominated supervisor/responsible person is to be contacted and advised of the situation. The nominated supervisor will contact the parents/guardian and advise of the situation <p>The excursion coordinator will liaise with venue staff and police/emergency services as a coordinated approach to locate the child</p>	
6	<p><u>MANAGING CHALLENGING BEHVAIOURS DURING AN EXCURSION</u></p> <ul style="list-style-type: none"> The excursion/incursion risk assessment is to consider children with challenging behaviours and plan effective strategies and accommodations prior to the excursion Educators are to advise children and young people of the expected standards of behaviour prior to the excursion A communication plan is to be developed prior to the excursion for children with challenging behaviours and communicated to all educators and volunteers where required Any incidents that occur on the excursion are to be communicated to parents and the nominated supervisor The <i>Behaviour Management Policy</i> is to be followed while children and young people are participating on an excursion 	

	In extreme cases, children may be required to be collected from an excursion venue by parents or emergency nominees	
7	The approved provider will notify the regulatory authority within 24 hours of a serious incident, including an incident occurring on an excursion	

Plans for After the Excursion

Transition back to the Service

Educators will support children to transition safely and calmly back to the OSHC Service. This includes:

- Conducting a headcount before departure from the excursion location
- Ensuring children are supervised during boarding and disembarking vehicles
- Completing a headcount on arrival back at the Service and confirming attendance records
- Supporting children to re-settle into the Service routine following the excursion

Collection of children from the excursion

If a child is to be collected directly from the excursion:

- Written authorisation must be provided by the parent/guardian prior to the excursion
- The authorised nominee must present photo identification
- The child will be signed out on the attendance record, noting the time, location and person collecting the child
- Educators will inform the nominated supervisor/responsible person of the collection

Collection of children from the excursion

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- Written authorisation must be provided by the parent/guardian prior to the excursion
- The authorised nominee must present photo identification
- The child will be signed out on the attendance record, noting the time, location and person collecting the child
- Educators will inform the nominated supervisor/responsible person of the collection

Evaluation and reflection

Following the excursion, educators will:

- Reflect on the value and outcomes of the excursion for children
- Identify any issues, hazards or supervision challenges encountered

<ul style="list-style-type: none"> Document reflections and recommendations to inform future excursions, risk assessments and planning
<p>Restocking and equipment checks</p> <p>All excursion resources will be checked and replenished, including:</p> <ul style="list-style-type: none"> First aid kits Excursion bags Hygiene supplies Emergency contact lists <p>Any damaged or missing items will be reported to the nominated supervisor for replacement.</p>
<p>Strategies:</p>
<ul style="list-style-type: none"> Consider creating an Excursion Review template that reflects on the educational value and the health and safety issues that need to be noted for future excursions. Develop systems to report items that need to be purchased to replenish consumables.

Procedures in relations to 'Plans for After the Excursion'

Review		
1	The excursion coordinator will monitor and review the effectiveness of controls during the excursion/incursion and change if necessary. Consider whether educators and volunteers are aware of control measures, if new hazards have been identified and what further actions may be required	
2	The approved provider, nominated supervisor and excursion coordinator will conduct a review of practices following an incident occurring during an excursion or incursion	
3	The approved provider, nominated supervisor and excursion coordinator will monitor and evaluate the risk assessment following each excursion to determine how well it has eliminated or managed the identified hazards	
4	A regular outing risk assessment is to be reviewed every 12 months, or as soon as possible following any circumstance that may affect the health, safety and wellbeing of children and young people attending the regular outing, including regular outings involving transportation	

Induction and Ongoing training

The approved provider will ensure that all nominated supervisors, educators, staff, students and volunteers receive appropriate induction and ongoing training to support the safe planning, supervision and implementation of excursions, incursions and extra-curricular activities.

Induction:

As part of induction, all new educators, staff, students and volunteers will be provided with information and training that includes:

- The Excursion, Incursion and Extra-Curricular Activities Policy and associated procedures
- Legislative requirements under the Education and Care Services National Law and National Regulations relating to excursions and off-site activities
- Roles and responsibilities of educators and staff during excursions, incursions and extra-curricular activities
- Supervision requirements, educator-to-child ratios and accountability at all times
- Risk assessment processes, including identifying hazards and implementing control measures
- Procedures for obtaining written authorisation from families
- Emergency management, first aid, anaphylaxis and asthma management procedures relevant to excursions and activities
- Inclusion and support strategies for children with medical conditions, disabilities or additional needs.

Induction training will be completed prior to educators or staff participating in excursions, incursions or extra-curricular activities.

Ongoing Training and Information Sharing:

Ongoing training and information sharing will occur to ensure continued compliance, best practice and continuous improvement. This will include:

- Regular review of excursion, incursion and extra-curricular activity procedures at staff meetings
- Updates provided to educators and staff when legislation, policies or procedures change
- Refresher training on supervision, risk assessments and emergency procedures
- Scenario-based discussions and reflections following excursions or activities to identify strengths and areas for improvement
- Professional development opportunities related to child safety, supervision, risk management and inclusive practice

- Ensuring casual and relief staff are briefed on relevant procedures prior to participating in any excursion or activity.

Records of induction and ongoing training will be maintained by the Service to support accountability and quality improvement.

Monitoring Evaluation and Review

At Fun 4 U, we proactively monitor updates from ACECQA and Childcare Centre Desktop to ensure our *Excursion/Incursion/Extra-Curricular Activities Policy & Procedure* remains current and compliant. The policy is reviewed at least annually, in consultation with families, staff, educators, and management, to reflect best practices and evolving regulatory requirements. In addition to this, our policies are made readily available to families on our Facebook page and next to our sign in and out register we have a poster with a QR code that links to all of our policies. (Reg 171 & 172)

Links to other policies/ resources

Fun 4 U Related Polices	Child Care Centre Desktop Polices
Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Administration of First Aid Policy Child Safe Environment Policy Code of Conduct Policy Delivery and Collection Policy Emergency and Evacuation Policy Incident, Incident, Trauma and Illness Policy Privacy and Confidentiality Policy Safe Transportation of Children Policy Safe Use of Digital Technologies and Online Environments Sun Safety Policy Supervision Policy Water Safety Policy	Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Administration of First Aid Policy Child Safe Environment Policy Code of Conduct Policy Delivery of Children to, and Collection from and Education and Care Service Premises Educational Program Policy Emergency and Evacuation Policy Family Communication Policy Incident, Incident, Trauma and Illness Policy Interaction with Children, Family and Staff Policy Medical Conditions Policy Privacy and Confidentiality Policy Respect for Children Policy Safe Transportation Policy Safe Use of Digital Technologies and Online Environments Sun Safety Policy Supervision Policy Water Safety Policy

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.

Record of services’ compliance (Reg 167)

Date Created: August 2015

Date Reviewed by Fun 4 U: 19/1/2026

Childcare Centre Desktop Policy Update: August 2025

This Policy Follows ACEQA: [Excursions.pdf](#)