

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning – Excursion/Special Events

Policy: Excursions/Special Events enhance children’s learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. Our Service recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

Relevant Legislation and Standards:

NATIONAL QUALITY STANDARD (NQS)

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.

CHILDREN SERVICES ACT AND SERVICES REGULATIONS 1996	
S.50(4)	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.105	Offence to inadequately supervise children
S.107	Offence relating to protection of children from harm and hazards
S.191 3(k)(iii)	First Aid Kits
S.191 3(k)(ii)	Medical conditions policy
S.118 (1)	Emergency and evacuation procedures
S.191 3(k)(i)	First Aid qualifications
S.191 3(i)	Volunteers and students
S.163	Record of educators working directly with children
S.191 3(j)	Child enrolment records to be kept by approved provider and family day care educator
S.46 1(b)	Policies and procedures are required, followed and kept available

PURPOSE

To ensure that all excursions and Special Events undertaken by the Service are carefully planned and conducted in a safe manner, maintaining children's health, safety and wellbeing at all times in accordance with Children Services Act and Services Regulations 1996. We believe excursions/Special Events provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local and the wider community. We are committed to complying with all relevant regulations to support the planning, authorisation, supervision and risk management of all excursions and incursions. This includes ensuring the safe use of digital technologies and online environments during excursions and incursions, in line with our policies to protect children's privacy, safety and wellbeing.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students and volunteers of the Service.

IMPLEMENTATION

Under the Children Services Act and Services Regulations 1996, the approved provider must ensure policies and procedures are in place for managing excursions. Excursions and Special Events will be conducted with the children's safety and wellbeing in mind at all times. We may regularly schedule Special Events and visitors to our Service however, if we feel an excursion will benefit the children and offer a valuable experience, we will adhere to the Children Services Act and Services Regulations 1996. policies and procedures to plan and manage an experience that is enjoyable and educational for children. This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose and Special Events, where visiting performers, groups or community services may visit our Service

Definition:

Excursion: means an outing organised by an education and care service where the children leave the service premises in the company of Educators.

Regular outing: means a walk or drive to and from a destination where the service visits regularly as part of our educational program.

Special Events (Incursion): means an activity organised by our early childcare 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 a dentist, the Rural Fire Service, an Aboriginal Cultural awareness group, science or reptile show or a musical or drama performance. Some Special Events may be offered free of charge whilst others may incur a small participation cost.

Considerations for excursions and Special Events

The purpose of the excursion should be clearly identified by staff providing information on how the excursion or Special Events supports the educational program and contributes to the outcomes for children.

Excursions/Special Events should be planned in advance and consideration given to the:

- time away from the service
- availability of toilet and washing facilities
- access to safe drinking water
- adequate health and hygiene practices
- possible risk to children (identified in risk assessment)
- accessibility for all children
- transportation
- cost (excursions and Special Events if applicable)
- weather- wet weather arrangements
- Risk Assessment documentation provided by the excursion venue
- teaching children safety procedures and responsibilities whilst on an excursion
- safety and wellbeing of children whilst at the service whilst participating in an Special Events (identified in risk assessment)
- communication between educators participating in the excursion and the Service
- adequate shade and sun protection
- transitions between areas of the venue
- water hazards.

Excursion/Special Events Risk Assessment

The Approved Provider or Nominated Supervisor must conduct a detailed risk assessment.

The risk assessment must:

- identify and assess possible risks that the excursion/incursion may pose to the health, safety and wellbeing of any child being taken on the excursion or participating in the incursion
- specify how the identified risks will be managed and minimised

- ensure Working with Children Checks are conducted for all adults visiting the Service on incursions
- ensure the visiting group/performance is covered by insurance
- consider the proposed route and destination for the excursion and
- identify any water hazards
- reflect on any risks associated with water-based activities
- consider the transport to and from the proposed destination for the excursion
- consider the duration of the transportation
- consider any requirements for seatbelts or safety restraints under a law for our state/territory jurisdiction
- the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- consider the ratio of adults to children involved in the excursion
- consider the risks posed by the excursion/incursion, the number of educators or other responsible adults required to provide supervision, and whether any adults with specialised skills are required to ensure children's safety (e.g.: lifesaving skills)
- consider the planned activities
- determine the duration of the excursion
- consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).
- consider strategies to ensure supervision is consistent at all times during the excursion-transitions, toileting, departure from the service and 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.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL ENSURE:

- obligations under the *Children Services Act and Services Regulations 1996* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and procedure

- all new employees, students and volunteers are provided with a copy of this policy as part of their induction process
- an *Excursion/Special Events Risk Assessment* and management plan is developed prior to any excursion or Special Events and approved by the nominator supervisor
- a responsible person (or coordinator) is appointed to oversee the organisation of the excursion/Special Events (excursion coordinator, educational leader or room leader)
- staff are provided with ongoing training and information sharing to ensure they fulfil their roles effectively
- all educators, students and volunteers participating in the excursion undertake regular head counts at least every 30 minutes (best practice)
- attendance checks are completed regularly, including prior to leaving the Service, embarking and disembarking from transport, upon arrival at the venue, transitioning between spaces whilst at the venue, leaving the venue, returning to the Service
- the excursion coordinator takes the Service mobile phone on the excursion, ensuring the mobile phone is charged and in working order
- child to educator ratios is considered in high-risk situations, such as water hazards or busy roads/highways
- child safe standards are adhered to at all times
- families are notified about the excursion using an *Excursion Authorisation Form* and written authorisation must be provided by a parent or other person named in the child's enrolment record
- families are notified about any Special Events occurring in the Service. Authorisation is generally not required; however, a *Special Events Authorisation Form* may be provided for the parent/carer to complete to consent for their child to participate
- families are notified about any Excursion, (Incursions) Special Events and if permission is required for participation, a *Special Events Permission* letter provided for parent or carer consent for their child to participate
- families have a right to view the risk assessment prior to the excursion/Special Events upon request in which the Service must comply with ensuring all information is available
- all documentation and records relating to excursions are kept safe and secure for a period of 3 years after the date of the excursion
- the number of children attending the excursion does not exceed the Service's licensed capacity
- volunteers, students and other adults participating in the excursion are aware of their roles and responsibilities, ensuring they are not left alone with children

- a review of practices is conducted following the excursion, including an assessment of areas for improvement
- the risk assessment must
 - identify and assess possible risks that the excursion/Special Events may pose to the health, safety and wellbeing of any child being taken on the excursion or participating in the Special Events
 - specify how the identified risks will be managed and minimised
 - ensure Working with Children Checks are conducted for all adults visiting the service on Special Events
 - ensure the visiting group/performance is covered by insurance
 - consider the proposed route and destination for the excursion and
 - identify any water hazards
 - reflect on any risks associated with water-based activities
 - consider the transport to and from the proposed destination for the excursion
 - consider the duration of the transportation
 - consider any requirements for seatbelts or safety restraints under a law for our Victorian jurisdiction
 - the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
 - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
 - consider the ratio of adults to children involved in the excursion
 - consider the risks posed by the excursion/Special Events, the number of educators or other responsible adults required to provide supervision, and whether any adults with specialised skills are required to ensure children's safety (eg: lifesaving skills)
 - consider the planned activities
 - determine the duration of the excursion
 - consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).
 - consider strategies to ensure supervision is consistent at all times during the excursion-transitions, toileting, departure from the service and 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.

PARENT/GUARDIAN AUTHORISATION

The Approved Provider/ Nominated Supervisor must ensure:

- that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided
- the authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child
- the *Excursion/Incursion Authorisation* form must state:
 - the child's name
 - the reason the child is to be taken outside the premises
 - the reason the child is to be transported (if transportation is included in the excursion)
 - if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing
 - the date the child is to be taken on the excursion and transported
 - a description of the proposed pick-up location and 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 period of time during which the child is to be transported
 - the anticipated number of children likely to be attending the excursion
 - the anticipated educator to child ratio 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
 - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
 - that a risk assessment has been prepared and is available at the Service
 - that written policies and procedures for transporting children are available at the Service
- if the excursion is a regular outing, the written authorisation is only required to be obtained once in a 12-month period
- parental authorisation may be required for Special Events if identified in the risk assessment or if a cost is required
- authorisations must be kept securely in the child's enrolment records
- authorisation records for excursion/incursions must be kept for a period of 3 years after the excursion

Staffing Arrangements

The Approved Provider/Nominated Supervisor will ensure that:

- educator to child ratios is no less than the prescribed ratios as per Children Services Act and Services Regulations 1996.
- additional educators/staff are engaged to provide care and support to children with additional needs
- consideration for ratios may include:
 - location of excursion
 - type of excursion
 - risk identified for excursion
 - the number, ages and abilities of children
 - individual needs of each child
 - how children are grouped whilst participating in the excursion
- consideration for adequate supervision includes:
 - the number, age and ability of children
 - the number and physical positioning of educators
 - each child's current activity
 - risks related to the mode of transport (for example: walking)
 - visibility and accessibility
 - the experience and skill of each educator
- educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion
- educators are aware the procedures to follow in the event of an emergency
- at least one educator or the nominated supervisor attending the excursion holds current ACECQA approved first aid qualification, CPR qualification, approved emergency asthma management and approved anaphylaxis management training a supervision plan is completed as part of excursion preparation
- educators continue to follow Children Services Act and Services Regulations 1996 policies and procedures whilst participating in the excursion away from the Service.

Parent and Volunteer Participation

The Approved Provider/ Nominated Supervisor will ensure parents and volunteers:

- are encouraged to participate in excursions where possible
- cannot be counted as part of the educator to child ratio
- cannot be left alone with a child/children and must be supervised by an educator at all times

- are briefed prior to participating on an excursion about the risk assessment, emergency procedures, supervision, photograph policy for privacy and confidentiality and use of mobile phone
- are aware that smoking or vaping is not permitted at any time whilst participating in the excursion
- are aware of need to wear appropriate clothing and footwear.
- understand they are to follow the directions of the excursion coordinator as required
- alert the excursion coordinator or staff if they notice a child is missing or unaccounted for or appears unwell
- Working with Children Checks/Clearances are verified for parent and volunteers prior to participating in excursions (best practice).

Items to be taken on an Excursion

The Approved Provider/ Nominated Supervisor must ensure that the following items are taken on all excursions, as per the risk assessment:

- appropriate number of suitably equipped first aid kits
- fully charged and operating mobile phone
- emergency contact information details for all children participating on the excursion
- medication for children requiring medical and relevant medical management plans
- items required for excursion circumstances- such as sunscreen, hats, other equipment
- child's attendance record

Transportation for Excursions

It is a requirement of Children Services Act and Services Regulations 1996 that the means of transport is stated on the risk assessment record and parent authorisation record. Information must be included in the risk assessment about the process for embarking and disembarking the means of transport, including how each child is to be accounted for.

The *means of transport* may mean:

○ Walking

Educators must ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights

Educators will ensure all children and adults obey road rules

Educators will ensure children follow the 'stop, look, listen and think' process when walking near roads

Educators will remain vigilant that no child runs ahead or lags behind the group

- **Bus**

the nominated supervisor must ensure that the seating capacity as displayed on the compliance registration is not exceeded. All children must sit on seats, preferably with, or close to an adult. Any requirements for seat belts or safety restraints under law must be followed depending on the vehicle used. If the bus has seat belts, they must be worn at all times

- **Train**

the Nominated Supervisor will be required to contact the local station prior to the excursion to inform them of the time you will be travelling, the destination, and the number of children and adults who will be travelling.

Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and disembarking. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage if possible- and not in a Quiet Carriage.

- **Car**

Any motor vehicle that is used to transport children on an excursion must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards and are professionally installed or checked by an authorised restraint fitter. The vehicle must be registered and free of any defects that could put any passenger at harm. All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles (below). The educator or staff member driving the vehicle must hold a current Australian driver's licence appropriate for the vehicle type. **(National police check or Bus Driver Authority may be required for any educator or staff member driving a vehicle)**. The process for entering and exiting the Service premises safely must be considered at all times. (We don't use cars at all September 25)

Insurance

The Approved Provider or Nominated Supervisor must review the insurance policy of the vehicle prior to the excursion/Special Events to ensure liability is protected by the Service. A copy of the insurance policy should be kept within the service. Note: Some insurance policies may not cover high-risk activities such as merry-go-rounds, air-filled jumping castles, water slides and pony rides.

Check for Children's Safety

During the excursion educators will ensure:

- children's attendance records are taken on excursions
- all children are accounted for when embarking/disembarking the car/vehicle or bus
- children's names are marked off as they enter and leave the vehicle including time and date
- a thorough check is made of the vehicle to ensure no child is left in the vehicle (a second person is required to repeat this check for safety)
- the vehicle is parked to avoid other vehicles, driveways or car parks
- the vehicle is parked as close as possible to the Service premises or visiting venue
- children only disembark the vehicle when it is safe to do so
- where possible, educators hold children's hands to supervise them walking into the Service premises or to a safe area at the venue
- head counts are conducted at least every 30 minutes whilst on the excursion
- bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and supervised
- transitions between venue areas are carefully considered, with head counts conducted prior to moving between areas of the venue
- medication is administered to children as per *Administration of Medication Record*
- children remain in the care and supervision of educators from the Service during the excursion. If a parent or authorised guardian collects the child whilst on an excursion the *Delivery and collection of children Policy* and procedures must be followed.

CHILD BECOMES ILL WHILST ON EXCURSION

Educators will:

- assess the child's illness and follow the Incident, Injury, Trauma and Illness procedure including contacting an ambulance if required
- keep the child calm and comfortable
- if a child has an individual Medical Management Plan for their symptoms displayed, follow the directions and administer medication if applicable and notify parents/guardians
- use the supplies in the excursions first aid kit to assist in applying first aid to child
- seek medical assistance, including ambulance transport, medication if required (as per child's excursion authorisation form)
- contact the child's parents/guardian as soon as possible, no later than 24 hours after the incident
- contact the nominated supervisor at the Service for further direction if required

- ensure ratios are maintained for supervision
- complete an *Incident, Injury, Trauma and Illness Record*
- notify the Regulatory Authority of any serious incident of a child while being educated and cared for at the service within 24 hours

LOST CHILD DURING AN EXCURSION

In the event of a child being unaccounted for during an excursion, educators will immediately:

- inform another educator and provide supervision for groups
- conduct a head count
- ask children/parent helpers/other educators if they have seen the missing child
- search the premises
- check organised meeting points (use mobile phone to contact other educators)
- alert the venue management and request that an announcement is made
- if the child is still unaccounted for after checking as above, the nominated supervisor, educator will contact the Police on 000 and report the incident
- the nominated supervisor will contact parents/guardian
- educators will reassure other children and provide supervision
- the Approved Provider must make a notification to the Regulatory Authority within 24 hours of a serious incident

EMERGENCY MANAGEMENT DURING AN EXCURSION

During the planning of the excursion, the excursion coordinator will conduct a risk assessment to identify any potential emergencies that may occur. The excursion coordinator will check whether the venue has appropriate emergency procedures in place and incorporate this information into the excursion risk assessment. In the event of an emergency occurring while educators and children are participating in the excursion, staff will follow the emergency evacuation procedure or lockdown procedure as required.

The excursion coordinator will contact the nominated supervisor or the responsible person immediately and follow instructions provided by emergency services. Families will be informed as soon as practicable, but no later than 24 hours after the emergency event. Families may be required to collect children from the excursion venue; educators will contact parents/guardians or emergency contacts if required. 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. The approved provider will complete a review following the emergency incident, including an assessment of areas of improvement.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Excursion/ Special Events Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

Source

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 Children's Education & Care Quality Authority. (2023). [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).

Kidsafe Victoria Road Safety <https://www.kidsafevic.com.au/road-safety/>

<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*

Children's Services Act and Services Regulations 1996

REVIEW

Status	Current
Effective Date	November 2025
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