

# Excursion & Incursion Policy

At Brunswick Crèche & Day Nursery Excursions/Incursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to gain skills and knowledge in the current interest. Excursions are well planned and aim to maximise children's learning.

To ensure that all excursions and incursions undertaken by the Centre are planned and conducted in a safe manner ensuring children's wellbeing is maintained at all times in accordance with national legislation. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local community.

Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our Centre, however, if we feel an excursion will benefit the children we will adhere to the National Regulations and Centre policies and procedures.

## Our Aim

- To extend on the learning environments.
- To provide intentional teaching experiences that provides children and Educators more opportunities to connect and contribute within their community.
- To enable children to make connections between prior experiences and new learning.
- To broaden children's understanding of the world in which they live.
- For parents and guardians to be part of our learning through inviting them to be involved in excursions and incursions.

## What is an excursion?

An excursion is a structured learning experience which is conducted external to the Child Care Centre site. Parent/guardian consent must be given prior to taking children on an excursion.

## What is an incursion?

An incursion is a planned learning experience which is conducted within the Child Care Centre, and may involve members of the community attending the Centre to educate, perform or participate in learning experiences. Parent/guardian consent may need to be given prior to a child's participation in an incursion.

## Adult to child ratios

Ratios apply in all situations where children leave the Child Care Centre site. The maximum adult to child ratios for excursions is one adult to three children (1:3). Implemented ratios must be reviewed when excursion destination have increased risks. This can be determined when a risk assessment of the excursion has been completed. In the instance that a child with additional needs is attending the excursion, the ratio of one adult to one child (with additional needs) (1:1) must apply. Any volunteers accompanying the children on the excursion, must have a Working With Children Check that is current. This must be provided to the Centre for inspection prior to participating in the experience.

## Excursion Risk Management Plan & Risk Assessment

The Centre must ensure that a risk assessment which reflects national regulation 101 before an authorisation is required under regulation 102 to determine the safety and appropriateness of the excursion.

The conducted risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion. When completing a risk assessment the following considerations must be made:

- The Centre will use an Excursion Risk Assessment. Risk assessments are only required once if the excursion is a regular outing. Regular outings are walks, or trips to places that we visit regularly and which always have the same risks.
- The risk assessment must be recorded using the Excursion Risk Management Plan & Risk Assessment Form. Parents will be notified on the Authorisation for Excursion Form that they can access the



Excursion Risk Management Plan prior to the excursion upon. The centre must comply with these requests and make all information available to parents if requested.

- Families have a right to view the risk assessment prior to the excursion upon request in which the Centre must comply with ensuring all information is available
- Using the Excursion Risk Management Plan, the centre must take into consideration the following:
  - Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion
  - Specify how the identified risks will be managed and minimised
  - Reflect on any risks associated with water based activities
  - Consider the ratio of adults to children involved in the excursion. The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
  - Consider the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills re required (for example: life-saving skills)
  - Any medical conditions that need to be considered and managed for each child with specific health needs.
  - Consider the proposed route and destination for the excursion and any water hazards
  - How will the participants travel to and from the destination and will a vehicle be required?
  - Contemplate the transport to and from the proposed destination for the excursion
  - What will the number of adults and children that will be involved in the excursion?
  - 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)
  - Will the planned activities compromise the required adult to child ratios?

A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the Authorisation for Excursion Form.

Using the Authorisation for Excursion Form, the centre will ensure that the emergency contact details for each child are up-to-date. Completed Excursion Risk Management Plan must specify how the identified risks will be managed and minimised in the Risk Assessment.

### **Equipment required to be taken on excursions**

- A mobile phone and the Emergency Pack which includes a list of emergency contact for all participants, First Aid kit and in the event that a child has prescribed medication that is to be administered in the event of an emergency, this medication must accompany the child on the excursion. A copy of the child's emergency medical action plan must also accompany the child on the excursion.
- Additional equipment may be required pending on the posed risks of the excursion. This includes but is not limited to: drinking water, sun hats, sunscreen etc.

### **Parent Authorisation**

- The Nominated Supervisor must ensure that a child is not taken outside the Centre premises on an excursion unless written authorisation has been provided under sub regulation (4)
- The authorisation must be given by a parent or other authorised person named in the child's enrolment record
- Permission forms must detail the following information:
  - The child's name
  - The reason the child is to be taken outside the premises;
  - The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
  - A description of the proposed 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 anticipated number of children likely to be attending the excursion;
- The anticipated ratio of educators 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;
- That a risk assessment has been prepared and is available at the Centre.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

## **Procedures**

All excursions and incursions need to be approved by the coordinator before the planning commences. Where possible the Educator planning the excursion should make a site visit to the venue to ensure they are able to view any possible risks in undertaking the excursion and this should be included in their risk assessment.

The Educator organising the excursion must conduct and record a complete risk assessment prior to the implementation of the excursion.

- The Centre will follow the Education and Care Service National Regulations 2011
- At least 1 Educator with a current First Aid Certificate will attend the excursion.
- All Volunteers must hold a current Working with Children's Check (WWCC)
- Where public transport is used or a major road is to be crossed Excursion Permission Forms will be given to parents/guardians outlining all details of the proposed excursion.
- A first aid kit will accompany all out of Centre excursions
- Emergency Medication and Emergency Action Plans for any child attending the excursion must accompany all out of Centre excursions.
- Bookings for venues and transport must be made and confirmed before Permission Forms are distributed to families.
- Excursion Permission Forms must be completed by the child's parent/legal guardian and returned to the Centre prior to the excursion taking place.
- Information will be provided to families on the purpose of the excursion, date of the excursion, the destination, transport arrangements, departure and arrival times from the Centre, and adult to children ratio and costs involved.
- If a family prefers their child does not participate in an excursion, the child will be involved in experiences within another room for the duration of the experiences.
- The Centre's Supervision and Sun Protection Policies are followed during excursions.
- Children attending excursions will be given wrist tags with the Centre's name and phone number clearly printed on them; these will not contain the child's name.
- Families are encouraged to attend excursions and incursions held at the Centre.
- The Centre will also have a contingency plan in place, in case of bad weather.
- Head counts of the children are to be carried out and roll taking at regular intervals by the Educator and by each person in charge of a smaller group.
- Road and safety rules will be discussed prior to leaving and enforced when walking with children, Educators will be aware of additional risks like crowds, roads, water etc.
- Children with allergies or medical conditions will have this information recorded on their Educator's information pack and their medication brought with them. For the safety of those children it is best an Educator with first aid accompanies them if their parent cannot attend.
- Each Educator will also have the mobile phone number of each adult in the ratio of children and an Educator will carry a copy of all children's emergency contacts numbers.
- All remaining Educators in the Centre will be aware of the excursion and the most senior Educator will have a copy of the excursion itinerary in case of an emergency.
- On returning to the Centre, Educators will evaluate the excursion for any improvements or changes for how future excursions are planned.



- Follow up experiences, discussions or activities are to be planned and documented to extend children’s learning and any knowledge gained from the excursion.

### Transportation for Excursions

It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record.

The means of transport may mean:

- **Bus** - Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. All children must sit on seats, preferably with, or close to, an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times
- **Train** - Management 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 descending. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.
- **Car** - Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) 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.

### Insurance

Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the Centre. Management must review their insurance policy prior the excursion to ensure liability is protected by the Centre

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**Source:** Education and Care Services National Regulations 2011, National Quality Standard, Early Year Learning Framework

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**Review Completed:** 16/01/2017

**Schedule for Review:** 16/01/2018

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#### National Quality Standard – NQS

##### Quality Area 2: Children’s Health and Safety

**2.3.1** Children are adequately supervised at all times

**2.3.2** Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury

##### Education and Care Service National Regulations

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.

168 Policies and Procedures are required

