

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 extend on their skills and knowledge in the current interest topic. Our centre recognises that excursions/incursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

Purpose

To ensure that all excursions and incursions undertaken by the Centre are planned and conducted in a safe manner ensuring children's health, Safety and 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 and wider community.

Implementation

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 and offer a valuable experience, we will adhere to the National Regulations and Centre 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.

Definition (effective 1 October 2020)

Excursion: means an outing organised by an education and care service or family day care educator but does not include an outing organised by an education and care service provided on a school site if-

- a) A child or children leave the education and care service premises in the company of an educator and
- b) The child or children do not leave the school site

Regular outing: in relation to an education and care service, means a walk, drive or trip to and from a destination

- a) That the service visits regularly as part of its educational program; and
- b) Where the circumstances relevant to the risk assessment are *substantially* the same on each

Incursion

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.

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.

Considerations for Excursions

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

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

- Time away from the centre
- 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
- Weather- wet weather arrangements
- Risk Assessment documentation provided by the excursion venue
- Teaching children safety procedures and responsibilities whilst on an excursion

Excursion Risk Management Plan & Risk Assessment

The Nominated Supervisor must conduct a detailed risk assessment which reflects Regulation 101 before an authorisation is scheduled under Regulation 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 and 102 (effective 1 October 2020).

The Nominated Supervisor will ensure:

- An *Excursion/Incursion Risk Assessment* and management plan is developed prior to any excursion or incursion
- A responsible person (or coordinator) is appointed to oversee the organisation of the excursion
- Families are notified about the excursion using an *Excursion Permission* Letter and written authorisation must be provide by a parent or other person named in the child's enrolment record
- Families have a right to view the risk assessment prior to the excursion/incursion upon request in which the Centre must comply with ensuring all information is available
- 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
 - Specify how the identified risks will be managed and minimised
 - 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
 - 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 (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 centre 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 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
- 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 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 Centre
 - That written policies and procedures for transporting children are available at the Centre
- If the excursion is a regular outing, the written authorisation is only required to be obtained once in a 12-month period.

Staffing Arrangements

The Nominated Supervisor will ensure that:

- Educator to child ratios are no less than the prescribed ratios as per National Regulations
- Additional educators/staff are engaged to provide care and support to children with additional needs
- 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 must hold current First Aid qualification, approved emergency Asthma management and approved anaphylaxis management training

Parent and Volunteer Participation

The 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 is not permitted
- Are aware of need to wear appropriate clothing and footwear.

Items to be taken on an Excursion

The 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

Transportation for Excursions

It is a requirement of National Regulations 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 disembarkment. 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.

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.

Source: Australian Children's Education & Care Quality Authority. (2014). Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*. Education and Care Services National Law Act 2010. (Amended 2018). [Education and Care Services National Regulations](#). (2011) Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). Guide to the National Quality Framework. (2018). (Amended 2020). Kidsafe Victoria *Road Safety* <https://www.kidsafevic.com.au/road-safety/> Kids and Traffic Early Childhood Road Safety Education Program Road Safety. (2017): <https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html> Revised National Quality Standard. (2018). Road Transport (Safety & Traffic Management) Act 1999. Victoria State Government Education and Training *Early Childhood Professionals*

Date Implemented: 16/04/2012

Review Completed: 23/03/2021

Schedule for Review: 23/03/2022

Authorised by COM: Nov 2020



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
Education and Care Service National Regulations		
4 (1)	Definition regular outing	
89	First Aid Kits	
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	
123	Educator to child ratios-centre-based services	
136	First Aid qualifications	
161	Authorisations to be kept in enrolment record	
168	Policies and procedures are required	
170	Policies and procedures to be followed	

