

Excursion and Incursion Policy and Procedure

Quality Area 2



Purpose

The service is committed to providing an environment that fosters the growth, independence and development of children while protecting their health, safety and wellbeing. This includes the implementation of policies and procedures for the safe undertaking of excursions and incursions.

The purpose of this policy is to provide clear guidance on how to plan and conduct safe and appropriate excursions and incursions.

Scope

This policy applies to children, families, staff, volunteers and visitors at the service.

Background

Excursions and incursions (where an event is held on the service's premises) are planned and conducted to extend the educational program and further develop the current interests of children.

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

Principles

The Service is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- ensuring that all excursions and incursions are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, including during excursions and incursions
- providing adequate supervision of all children during excursions and incursions
- promoting road safety education and safe active travel for children

Roles and responsibilities

The Approved Provider and/or the Nominated Supervisor will:

- conduct a risk assessment to determine the safety and appropriateness of the excursion/incursion including where transportation of children is required.
- Ensure consideration is given to the management of all aspects of the excursion including the weather, transportation and bathroom access.
- Develop, communicate and implement strategies to maintain children's safety at all times during the event.
- review the risk assessment every quarter, adjust as required and provide a copy to parents/guardians on request.
- appoint a responsible person to oversee the organization of the excursion/incursion and maintain educator to child ratios at required levels during all excursions and incursions
- notify families about an excursion and procure written authorisation from a parent/guardian or other person named in the child's enrolment record for the child to take part in the excursion
- ensure that a child is not taken outside the service premises on an excursion unless written authorisation has been provided by a parent/guardian or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child

- ensure that the number of children attending an excursion does not exceed the number for which service approval has been granted for that day
- ensure excursions and incursions are based on the educational program, meet the needs and interests of children at the service, have a clear purpose and educational value, and that these are communicated to parents/guardians
- consider the financial ability of families in deciding to proceed with any excursion/incursion that requires an additional charge
- ensure that any proposed excursion/incursion is inclusive of all children regardless of their abilities, additional needs or medical conditions.
- request and receive written authorisation from a parent/guardian for an incursion if this is identified as necessary in the risk assessment, or if a cost is required to be paid for the incursion
- engage additional staff during excursions/incursions to provide care and support to children with additional needs
- ensure educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting during an excursion
- follow established procedures in the event of an emergency
- ensure that on the excursion there is at least one staff member with current first aid qualifications, approved emergency asthma management and approved anaphylaxis management training
- encourage parents and volunteers to participate in excursions where possible
- ensure parents and volunteers are not left alone with children and that they are supervised by an educator at all times
- brief parents and volunteers prior to participating in an excursion about the risk assessment, emergency procedures, supervision, privacy policy, confidentiality, and use of their mobile phone
- verify volunteer Working with Children Checks/Clearances for any parent or volunteer participating in excursions
- keep an accurate list of all persons, including parents and volunteers, attending an excursion
- ensure that an appropriate number of first aid kits, a fully charged and operational mobile phone, emergency contacts for all children on the excursion, medication for children and medical management plans, protective items such as hats and sunscreen, and the child's attendance record are taken on the excursion
- ensure any motor vehicle used in transporting children on an excursion is fitted with age and weight appropriate child restraints and/or seatbelts that conform to the relevant Australian Standard and have been professionally installed or checked by an authorised restraint fitter
- ensure any motor vehicle used in transporting children on an excursion is registered and free from any defects that could put any passenger in harm, and that any person driving the motor vehicle is appropriately licensed to drive that vehicle
- ensure any children fastened in a motor vehicle is done so according to the National Child Restraint Laws for Vehicles
- review insurance prior to an excursion/incursion to ensure liability is protected by the service
- contact parents/guardians in the case of a lost child
- notify the Regulatory Authority within 24 hours in the event of a serious incident

Educators of the Service will:

- ensure children's attendance records are taken on excursions
- ensure all children are accounted for when embarking or disembarking from a vehicle or bus
- conduct a thorough (two separate people, one at a time) check of any vehicle to ensure no child is left behind.
- Ensure the vehicle is parked in a safe place and in the same manner, as close as possible to the service premises or the venue being visited
- ensure children only disembark when safe to do so on the kerb side of the vehicle
- conduct head counts every regularly whilst on an excursion and document the number of children and time counted.
- check bathrooms and toilets for any potential hazards before allowing children to enter to use the bathroom.
- escort children to the bathroom or toilet and supervise the children appropriately whilst in the bathroom.
- assess any child who reports or displays illness, following the Incident, Injury, Trauma and Illness Policy and Procedure
- keep any child that becomes unwell or is injured calm and comfortable
- follow the individual Medical Management Plan if the child has one in place
- use the supplies in the first aid kit to assist in applying first aid to the child
- seek medical assistance, including ambulance transport, and medication if required (as per the child's excursion authorisation form)
- contact the ill child's parents/guardians as soon as possible
- 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 for any ill child

- immediately inform another educator and provide supervision for groups in the case of a child becoming lost on an excursion, then conduct a head count
- in the case of a lost child, then search the premises and check organised meeting points, using the mobile phone to contact other educators
- alert venue management regarding the lost child and request that an announcement is made
- after taking these steps, inform the nominated supervisor who will contact the Police on 000 and report the incident
- ensure the parents/guardians and the approved provider are notified
- maintain supervision of other children and reassure them

Parents/guardians are responsible for:

- reading and complying with the requirements of this *Excursions and Incursions Policy*
- completing and signing the authorised nominee section (refer to *Definitions*) of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the service
- completing, signing and dating excursion/service event authorisation forms
- providing written authorisation for their child to leave the service premises on regular outings
- reading the details of the excursion or service event provided by the service and asking for additional information if required
- providing items required by their child for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.
- understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an educator or the Approved Provider at all times
- if participating in an excursion or service event, inform an educator immediately if a child appears to be missing from the group
- supervising and caring for siblings and other children in their care who are not enrolled in the program
- complying with all service policies while participating in an excursion or incursion including the *Code of Conduct Policy*, *Safe Transport Policy*, *Sun Protection Policy* and *Water Safety Policy*.

Induction and ongoing training

This policy will be accessible by service staff via the intranet and by families via the website. A hard copy of the policy will be available through the Service. Nominated supervisors are responsible for ensuring staff access to the policy and any supporting documents and undertake induction training prior to the policy being implemented. All service staff are responsible for understanding and complying with this policy and ongoing training will be provided using a range of learning platforms.

Monitoring, evaluation and review

Monitoring of compliance with this policy and the related procedure will be overseen by the policy owner. The review process for this policy will begin eight (8) weeks prior to the scheduled review date and include a consultation period with families, educators, compliance team and any other relevant stakeholders and will be facilitated by the Policy Officer.

All service staff will receive communication about any changes in or review of the policy or procedure. Training will be provided where required to ensure an understanding of the changes. Families will be notified of any changes 14 days prior to the implementation. Breaches of this policy will be dealt with in line with the MACSEYE Code of Conduct.

Related documents

Acceptance and Refusal of Authorisations Policy
 Medical Conditions and Administration of Medication Policy
 Administration of First Aid Policy
 Child Safety and Wellbeing Policy
 Delivery and Collection of Children Policy
 Emergency and Evacuation Policy
 Incident, Injury, Trauma and Illness Policy
 Privacy Policy
 Safe Transportation Policy
 Sun Safety Policy

Legislative requirements

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2	Children's Health And Safety
----------------	------------------------------

EDUCATION AND CARE SERVICES NATIONAL LAW ACT

Section 51(4A)	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
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazards

EDUCATION AND CARE SERVICES NATIONAL LAW REGULATIONS

Regulation 4 (1)	Definition regular outing
Regulation 89	First Aid Kits
Regulation 90	Medical conditions policy
Regulation 97	Emergency and evacuation procedures
Regulation 98	Telephone or other communication equipment
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursion
Regulation 102B	Transport risk assessment must be conducted before service transports child
Regulation 102C	Conduct of risk assessment for transporting of children by the education and care service
Regulation 102D	Authorisation for service to transport children
Regulation 123	Educator to child ratios-centre-based services
Regulation 136	First Aid qualifications
Regulation 149	Volunteers and students
Regulation 151	Record of educators working directly with children
Regulation 158	Children's attendance record to be kept by approved provider
Regulation 160	Child enrolment records to be kept by approved provider and family day care educator
Regulation 161	Authorisations to be kept in enrolment record
Regulation 168	Policies and procedures are required
Regulation 170	Policies and procedures to be followed

Definitions

Term	Meaning
Adequate supervision	<p>supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> • number, age and abilities of children • number and positioning of educators • current activity of each child • areas in which the children are engaged in an activity (visibility and accessibility) • developmental profile of each child and of the group of children • experience, knowledge and skill of each educator • need for educators to move between areas (effective communication strategies).
Approved first aid qualifications	<p>A qualification that includes training in the matters set out below, that relates to and is appropriate to children, and has been approved by ACECQA and published on the list of ACECQA's approved first aid qualifications and training.</p> <p>Matters are likely to include: emergency life support and cardiopulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.</p>
Attendance Record	<p>Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator</p>
Education and care service premises	<p>In relation to a centre-based service, means each place at which an education and care service operates or is to operate.</p>
Educational program	<p>A program that:</p> <ul style="list-style-type: none"> • is based on an approved learning framework; and • is delivered in a manner that accords with the approved learning framework; and • is based on the developmental needs, interests and experiences of each child; and • is designed to take into account the individual differences of each child (National Law).
Excursion	<p>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 the child or children leave the education and care service premises in the company of an educator and the child or children do not leave the school site (National Regulations).</p>
Incursion	<p>A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an excursion.</p>
MACSEYE	<p>Melbourne Archdiocese Catholic Early Years Education Ltd, a subsidiary of Melbourne Archdiocese Catholic Schools Ltd established to conduct early childhood education and care services.</p>
National Law	<p>Unless otherwise specified, the Education and Care Services National Law Act 2010 or, in Western Australia, the Education and Care Services National Law (WA) Act 2012. This applied law system sets a national standard for children's education and care across Australia. See the ACECQA website for the Application Act or legislation that applies in each jurisdiction.</p>
National Regulations	<p>The Education and Care National Regulations. The National Regulations support the National Law by providing detail on a range of operational requirements for an education and care service.</p>
Nominated supervisor	<p>In relation to an education and care service, means a person who:</p>

Term	Meaning
	<ul style="list-style-type: none"> is nominated by the approved provider of the service under Part 3 to be a nominated supervisor of that service; and unless the individual is the approved provider, has provided written consent to that nomination (National Law).
Person in day-to-day charge	<p>A person is in day-to-day charge of an education and care service if:</p> <ul style="list-style-type: none"> the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the service; and the person consents to the placement in writing (National Regulations). There are minimum requirements for the person in day-to-day charge.
Person with management or control	<p>In relation to an education and care service, means:</p> <ul style="list-style-type: none"> if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service; or if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or if the provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or in any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service (National Law).
Regular outing	<p>means an excursion such as a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.</p>
Risk assessment	<p>a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised. Risk assessments must consider:</p> <ul style="list-style-type: none"> the proposed route and location of the excursion any water hazards (refer to <i>Water Safety Policy</i>) any risks associated with water-based activities (refer to <i>Water Safety Policy</i>) transport to and from the proposed location of the excursion (refer to <i>Occupational Health and Safety Policy</i>) the number of adults and children participating in the excursion the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills) the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

Policy information

Policy information			
Policy title:	Excursion and Incursion Policy	Version:	1.0
Authorised Executive:	Director, Service Delivery	Responsible Manager:	Director, Service Delivery
Approving authority:	Managing Director	Approval date:	6/9/2024
Effective date:	6/9/2024	Review date:	6/9/2025

Version control		
Version	Date	Changes
1.0	6/9/2024	Policy developed