



# Local Site Excursion/Incursion Policy

Our Education and Care Service understands it has a duty of care to ensure that children are adequately supervised whilst on an excursion. We understand and acknowledge that excursions are an important part of the educational program and provide children with opportunities to build connections to their local community, contribute to their sense of belonging and connect to the world around them. At Keith War Memorial Community Kindergarten and Childcare Centre, we are committed to ensuring the safety, health and wellbeing of children during excursions. This policy outlines measures put in place in the way of risks assessment to determine and assess potential hazards and dangers prior to an excursion.

## 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 SERVICES NATIONAL LAW AND REGULATIONS	
S. 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
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
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	Policies and procedures are required
170	Policies and procedures to be followed

**RELATED POLICIES**

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 Emergency Evacuation Policy	Incident, Injury, Trauma and Illness Policy Interaction with Children, Family and Staff Policy Privacy and Confidentiality Policy Respect for Children Policy Safe Transportation Policy Sun Safety Policy Supervision Policy Water Safety Policy
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**PURPOSE**

Keith War Memorial Community Centre Kindergarten and Childcare Centre is committed to ensuring constant quality supervision of all children during travel to and from the Centre. Our Local Site Excursion/Incursion Policy aims to meet the individual needs of children and is based on our Safe Arrival of children procedure and policy. Educators will work closely with families to ensure that the safety and best interests of children are a priority.

This policy operates alongside the Department for Educations, “Excursion Policy.”

**SCOPE**

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

**IMPLEMENTATION**



The Education and Care Service's National Regulations requires approved providers to ensure their services have policies and procedures in place for excursions. Our Local Site Excursion Policy provides our educators, management, coordinators, other staff, families and the community with the information they need to support children's needs while attending an excursion. There is significant research available on the importance of being well prepared when children are attending an excursion. This policy aims to ensure adequate supervision is built into excursions and outlines the importance of assessing risk prior to an excursion. All children have the right to attend an excursion. We value feedback from families and ensure that our policies, procedures, practices and decisions are based on the most up to date advice from recognised authorities, such as ACEQA.

### DEFINITIONS (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

**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 incursions may be offered free of charge whilst others may incur a small participation cost.

### CONSIDERATIONS FOR EXCURSIONS AND INCURSIONS

#### Preparing children for an excursion:

All children attending an excursion are required to have the appropriate forms filled in and signed by their parent/caregiver. The forms used by the Centre are set out by the Department for Education. These forms are monitored, and the Nominated Supervisor of the site is responsible for ensuring these forms are updated and the most updated forms are used. These forms include:

- ED 170 – Consent for Camp or Excursions;
- ED 169 – Application to Conduct a Camp or Excursion;

<https://edi.sa.edu.au/library/document-library/early-years/early-childhood-services/ED170-consent-form-for-camp-or-excursion.docx>  
[application to conduct a camp or excursion form \(ED169\).](#)



Any child who does not have appropriate consent forms signed is not to be taken off the site premises and is not to attend the planned excursion.

Parents/Caregivers can sign forms on the morning/day of the excursion. As a centre it is important to us that we allow this flexibility to ensure we are doing the best we can to be inclusive.

Where digital consent is obtained it is the responsibility of the educator in charge of the excursion to ensure the appropriate forms have been filled in and all areas of the form have been completed. The educator in charge is responsible for ensuring that they verify the email the forms were received from, matching the email address we have on file. A copy of any accompanying cover letters needs to be filed with the excursion forms.

It is the role of the nominated Supervisor to sight and sign all planning documentation for the excursion. These documents are to be finalised and approved before consent forms are sent home to parents. Educators can use the checklist on EDI to assist with the planning of excursions.

- [Camps and excursion safety checklist \(PDF 450 KB\)](#)

All excursions and incursions are required to have a risk assessment. If a risk assessment has not been carried out the excursion will not go ahead. If a risk assessment has been carried out for the same activity with the same group of children in the past 12 months, a new one does not need to be carried out.

The Keith War Memorial Community Kindergarten and Childcare Centre will not conduct any overnight camps and all excursions will occur during the operation hours of 8am and 6pm. Additional forms and risk assessments are required to be completed; including a transportation form and risk assessment if children are travelling by bus or cars.

[https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/transportation-requirements#:~:text=completed%20using%20the-,Risk%20assessment%20template%20%E2%80%93%20transporting%20children%20\(DOCX%2088%20KB,-\)%20prior%20to](https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/transportation-requirements#:~:text=completed%20using%20the-,Risk%20assessment%20template%20%E2%80%93%20transporting%20children%20(DOCX%2088%20KB,-)%20prior%20to)

<https://edi.sa.edu.au/library/document-library/early-years/regulation-and-compliance/authorisation-for-transportation-in-early-childhood-services-form.docx>



For more information when using transportation vehicles see,

<https://edi.sa.edu.au/library/document-library/shared/school-transport-policy.pdf>

### **Ratios and supervision:**

Under National Regulations, long day care settings on site ratios extend to off site excursions. To be inline with the ratios of a preschool service and to provide high quality of care and supervision to children in our centre, when attending an excursion or local walk the ratio of the 3-5 age group at Keith War Memorial Kindergarten and Childcare Centre will be staffed at 1:6. For the 0-2 age group the Keith War Memorial Kindergarten and Childcare Centre will be staffed at 1:4. For the After School Hours Care children, Keith War Memorial Kindergarten and Childcare Centre will be staffed at 1:15.

### **Inclusivity of excursion:**

Excursions are an important part of our educational programs and therefore, the service needs to do it's best to be inclusive of all children within the setting. Consideration and accommodations are to be made to those students with additional needs. Strategies need to be put in place to ensure additional care is provided for children who require additional support when attending the centre. The educator in charge needs to consider if extra educators are required to monitor children with behavioural needs.

Educators are required to use their knowledge of children to inform actions, risk assessments, and ratios. If educators feel they need to staff at a higher ratio, this will be reflected in the risk assessment and excursion form documentation.

<https://edi.sa.edu.au/library/document-library/early-years/early-childhood-services/students-with-significantly-concerning-behaviour-and-camps-or-excursions-a-discussion-starter.pdf>

### **Supervision of children whilst on excursion:**

Staff will sign children out of the service at the time of departure on a separate excursion attendance sheet. This sheet is to be left at the centre. For Childcare, this extends to children in the Vacation Care program as they come under the long day care banner. The sheet is to be left in the entrance next to the sign in/out area and for Kindergarten this sheet is to be left on the sign in table which is located under the window on the outside, at the Kindergarten entrance. There will be another separate excursion attendance sheet which educators will take with them. This sheet will have a list of all children's names, medical information and parent contact details. Staff will conduct a roll call and head count as the group depart the Centre, with a 'dot' mark



from a pen acknowledging they have them. When educators and children arrive at the excursion site, they will again perform at head count and a roll call, and mark with another dot. If the group are on an excursion which extends over an eating period or a period of more than 4 hours, educators will conduct another roll call and head count which is recorded on their excursion attendance sheets.

Educators and volunteers will regularly monitor the whereabouts of children. Each educator should be assigned a specific group of children for whom they are responsible during spontaneous checks. They need to know the location of each child in their group and ensure that the child is within their line of sight, either by the educator themselves or another staff member. Educators will position themselves at various points around the area to provide effective supervision, similar to their approach on-site.

In the event that children need to go to the toilet; preschool children, and children in the 0-5 age groups are required to be supervised by an educator and it is best practice to offer other children the opportunity to go at the same time. Educators are required to verbally communicate they are accompanying children to the toilet, identifying these children to the other educators. The educator accompanying children to the toilet cannot do so until they have verbal confirmation from the educator in charge to ensure they are aware. School aged children must go with a partner, at minimum. They are to inform an educator before going to the toilet and upon returning. The educator needs to take note of the time they left for the toilet and monitor it closely until they return. Depending on the location of the toilet the educator may choose to accompany the children. The amount of time lapsing before checking on children who attended the toilet is at the discretion of the educator. However, this should be no longer than 10 minutes.

Before departing the excursion site, a roll call and head count must occur using the excursion attendance sheet. On arrival back to site, a head count and roll call will be conducted and they will sign back into the Centre. For childcare children this will be done on the sheet which was left on the sign in desk at the entrance and for kindergarten children this will be done at on the sign in sheet at the kindergarten entrance.

These records will be kept for one year.

#### **In case of an emergency:**

Educators will carry with them a backpack and a first aid kit on all excursions and local walks. In the backpack will be contact details for all children attending the excursion as well as any



allergies, medicines or medical information. Educators will carry a fully charged mobile phone with the Centre's contact details stored on it. They will also have a stocked first aid kit, a centre EPI Pen and a centre asthma puffer.

On the excursion forms, educators will have an estimated time of return. When they leave the Centre they will inform a nominated staff member, preferably the administration manager; however, if they expect to arrive after 3.30pm they are to nominate a staff member on a later shift. The same process is to be carried out if the administration manager is absent.

Before leaving the excursion site the educator in charge is to contact the Centre and let them know they are on their way back, as well as a new arrival time if it has changed. In the instance that the group on excursion are not back at their nominated time the Centre will start the process to contact them. In the first instance they will attempt to call the educator in charge, and then any educators or volunteers attending the excursion. If no one answers, the excursion location will be called. If no one can be contacted, try the educator in charge one more time before calling triple 000.

If there is an emergency whilst on the excursion an educator is to call triple 000. Another educator or a volunteer is to contact the Centre on another phone and advise them what has happened. The educator on site is responsible for trying to contact parents/carers. Upon return the staff member is to immediately fill out an incident report and the nominated supervisor is to enter an IRMS report.

If the event is minor, staff on the excursion are to contact a child's parents directly to inform them of the incident. Upon returning to the Centre the educator is to fill in an incident report form.

### Considerations:

If the educator in charge has asked a parent or community member to be a volunteer on the excursion and provide support, the said person needs to provide evidence of a current Working with Children's Check to the educator in charge before the date of the excursion. A copy of their check needs to be provided to the nominated supervisor along with all other documentation when being signed off.

It is the role of the nominated supervisor to carry out an interrogation on the WWCC once they have been provided with the paperwork.

The volunteer must be fully informed of the activities, nature of, time frame and location of the excursion they are attending.



## EXCURSION/INCURSION RISK ASSESSMENT

The approved provider or 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, 102, 102B, 102C (effective March 2023).

### THE APPROVED PROVIDER/ NOMINATED SUPERVISOR WILL ENSURE:

- obligations under the *Education and Care Services National Law and National Regulations* 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/Incursion Risk Assessment* and management plan is developed prior to any excursion or incursion [see *Excursion Risk Management Plan, Regular Outing Risk Management Plan, Incursion Risk Management Plan*]
- a responsible person (or coordinator) is appointed to oversee the organisation of the excursion/incursion
- staff are provided with ongoing training and information sharing to ensure they fulfil their roles effectively
- families have a right to view the risk assessment prior to the excursion/incursion upon request in which the Service 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 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





- 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.

**CONTINUOUS IMPROVEMENT/REFLECTION**

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

**CHILDCARE CENTRE DESKTOP - RELATED RESOURCES**

Excursion Authorisation Form	Regular Outing Checklist and Coversheet
Excursion Risk Assessment and Management Plan Guide	Regular Outing Parent Authorisation
Excursion - Risk Assessment Management Plan	Regular Outing - Risk Assessment Management Plan

**SOURCES**

Australian Children’s Education & Care Quality Authority. (2014).  
 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).  
[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.

**REVIEW**

POLICY REVIEWED BY			
POLICY Created	August 2024	NEXT REVIEW DATE	August 2025
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MODIFICATIONS			
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
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