



EXCURSION, INCURSION AND SPECIAL EVENTS POLICY

Excursions, incursions and 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. Kensington Community Children's Co-operative (KCCC) recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

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
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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
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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
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RELATED POLICIES

Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Administration of First Aid Policy Child Safe Environment Policy Child Safety and Wellbeing Policy Code of Conduct Policy Delivery of Children to, and Collection from and Education and Care Service Premises	Curriculum Development Policy Emergency Evacuation Policy Incident, Injury, Trauma and Illness Policy Interaction with Children Policy Privacy and Confidentiality Policy Safe Transportation Policy Sun Safety Policy Supervision of Children Policy Water Safety Policy
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PURPOSE

To ensure that all excursions, incursions and special events undertaken by KCCC are carefully planned and conducted in a safe manner, maintaining children's health, safety and wellbeing at all times in accordance with the Education and Care National Regulations. We believe excursions, incursions and 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.

SCOPE

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



IMPLEMENTATION

Under the Education and Care Services National Regulations, the approved provider must ensure policies and procedures are in place for managing excursions (regulation 168) and take responsible steps to ensure policies and procedures are followed (regulation 170). Excursions, incursions and special events will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule regular outings, incursions and visitors to KCCC however, if we feel an excursion will benefit the children and offer a valuable experience, we will adhere to the National Regulations and KCCC's 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 incursions, where visiting performers, groups or community services may visit our Service.

DEFINITIONS (EFFECTIVE 1 OCTOBER 2024)

Excursion: an outing organised by the education and care service. The written permission of parents/guardians or a person named on the child's enrolment record as having lawful authority must be obtained before educators/staff take children outside the premises.

Under the *National Regulations*, the definition of 'excursion' does not include an outing organised by services operating from a school site, where the child/ren leave the services with an educator/staff member, but do not leave the school site.

Incursion/Special Event: 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, Fire Rescue Victoria, 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.

Regular outing: (In relation to education and care services) 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, 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.

Risk Assessment: (In the context of this policy) 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 minimized (regulation 100, 101). Risk assessments must consider:



- the proposed route and location of the excursion
- any water hazards
- any risks associated with water-based activities
- if the excursion involves transporting children:
 - the means of transport
 - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
 - 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
- 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 specialised skills are required (e.g., life-saving)
- 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, diabetes) and a mobile phone

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL ENSURE:

- obligations under the *Education and Care Services National Law and National Regulations* are met
- to develop this policy in consultation with educators, staff and parents/guardians of KCCC
- educators, staff, students, visitors and volunteers are provided with a copy of this policy, and comply with its requirements
- all parents/guardians have completed their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises
- that parents/guardians or persons named in the enrolment form have provided written authorisation within the past 12 months where KCCC is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record.



- that a child does not leave KCCC unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required
- that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- the educator to child ratios are maintained at all times during the excursion, incursion or special event
- that children are adequately supervised at all times during the excursion, incursion or special event
- that parents/guardians, volunteers, students and all adults participating in the excursion, incursion or special event are adequately supervised at all times and are not left with sole supervision of individual children or groups of children
- a risk assessment is carried out for an excursion before authorisation is sought from parents/guardians
- that a new risk assessment is completed when circumstances change for regular outings
- ensure the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required
- make available to families a copy of the risk assessment
- all educators, staff, students and volunteers have a current Working with Children Check or VIT registration and have checked the assessment status of the individuals before permitting them to attend the excursion
- strategies are developed to improve children's safety in high-risk situations such as excursions near water or near a road
- that buses hired for use on excursions have fitted seatbelts (wherever possible) that are correctly used by all children, staff and volunteers for the entire trip
- that when buses/cars are hired for use on excursions, that a staff member or nominated supervisor is present at the service when children get on and off a vehicle. This person must be an additional person, it cannot be the driver of the vehicle
- each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for
- that when buses/cars are hired for use on excursions, that a staff member (not the bus driver) immediately records when children get on and off a vehicle:
 - each child was accounted for
 - how each child was accounted for at KCCC
 - interior of vehicle was checked after all children have disembarked at the service premises



- date and time the record was made with full name and signature of the staff member making the record
- each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for
- these documents are kept for a period of 3 years after the last date on which the child was educated and cared for by KCCC
- that appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from KCCC
- that the staff comply with KCCC's Road Safety Policy
- encourage parents/guardians to comply with KCCC's Road Safety Policy
- that proposed excursions/incursions/special events are inclusive of all children regardless of their abilities, additional needs or medical conditions
- strategies are in place to ensure that there is an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening
- strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- that each child's personal medication and current medical management plan is taken on excursions and other offsite activities
- that there is an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening
- that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- the following items are taken on the excursion:
 - portable first aid kit
 - each child's personal medication and medical management plan
 - mobile phone
 - emergency contact details for each child
 - contact details for each child's medical practitioner
 - sunscreen and hats (if required)

EDUCATORS WILL ENSURE:

- to participate in the consultation process in the development of the *Excursions, Incursions and Special Events Policy*



- to sign via Employment Hero to confirm they have read, understood and will comply with the *Excursions, Incursions and Special Events Policy*
- to check all parents/guardians have completed their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises
- to check that parents/guardians or persons named in the enrolment form have provided written authorisation within the past 12 months where KCCC is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record
- that a child does not leave KCCC unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required
- that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- the educator to child ratios are maintained at all times during the excursion, incursion or special event
- that children are adequately supervised at all times during the excursion, incursion or special event
- that parents/guardians, volunteers, students and all adults participating in the excursion, incursion or special event are adequately supervised at all times and are not left with sole supervision of individual children or groups of children
- a risk assessment is carried out for an excursion before authorisation is sought from parents/guardians
- that a new risk assessment is completed when circumstances change for regular outings
- ensure the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required
- sign the risk assessment to acknowledge they have read and understood the risk assessment prior to going on an excursion
- to communicate excursion the day of to parents/guardians and obtain written consent on the *Excursion Communication Form*
- all educators, staff, students and volunteers have a current Working with Children Check or VIT registration and have checked the assessment status of the individuals before permitting them to attend the excursion
- strategies are developed to improve children's safety in high-risk situations such as excursions near water or near a road
- that buses hired for use on excursions have fitted seatbelts (wherever possible) that are correctly used by all children, staff and volunteers for the entire trip



- that when buses/cars are hired for use on excursions, that a staff member or nominated supervisor is present at the service when children get on and off a vehicle. This person must be an additional person, it cannot be the driver of the vehicle
- each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for
- that when buses/cars are hired for use on excursions, that a staff member (not the bus driver) immediately records when children get on and off a vehicle:
 - each child was accounted for
 - how each child was accounted for at KCCC
 - interior of vehicle was checked after all children have disembarked at the service premises
 - date and time the record was made with full name and signature of the staff member making the record
- each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for
- that appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from KCCC
- that the staff comply with KCCC's Road Safety Policy
- encourage parents/guardians to comply with KCCC's Road Safety Policy
- ensure that proposed excursions/incursions/special events are inclusive of all children regardless of their abilities, additional needs or medical conditions
- to complete the Excursion Checklist Form and have a Nominated Supervisor or Responsible Person sign off once all information has been completed. This includes educators, parents/guardians, volunteers and children attending, objective, time leaving and estimated time of arrival, location, mode of transport and list of items to be taken
- that each child's personal medication and current medical management plan is taken on excursions and other offsite activities
- that there is an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening
- that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- the following items are taken on the excursion:
 - portable first aid kit
 - each child's personal medication and medical management plan
 - mobile phone



- emergency contact details for each child
- contact details for each child's medical practitioner
- sunscreen and hats (if required)

PARENTS/GUARDIANS WILL:

- participate in the consultation process in the development of the *Excursions, Incursions and Special Events Policy*
- be provided with a copy of this policy, and comply with its requirements
- ensure to complete their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises
- provide written authorisation within the past 12 months where KCCC is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record
- ensure to comply with KCCC's Road Safety Policy encourage parents/guardians to comply with KCCC's Road Safety Policy
- understand that if they participate in an excursion, incursion or service event as a volunteer, they will always be under the immediate supervision of a KCCC ECT or educator
- if participating in an excursion, incursion or special event, inform an educator immediately if a child appears to be missing from the group
- supervise and care for siblings and other children in their care who are not enrolled in the program
- receive communication of the excursion the day off and are required to sign the *Excursion Communication Form* to give authorisation.
- provide a copy of their Working with Children Check or VIT registration to KCCC for assessment prior to being authorised to attend the excursion/incursion.

STUDENTS AND VOLUNTEERS WILL:

- participate in the consultation process in the development of the *Excursions, Incursions and Special Events Policy*
- be provided with a copy of this policy, and comply with its requirements
- that a child does not leave KCCC unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required
- that children are adequately supervised at all times during the excursion, incursion or special event
- provide a copy of their Working with Children Check or VIT registration to KCCC for assessment prior to being authorised to attend the excursion/incursion.



- sign the risk assessment to acknowledge they have read and understood the risk assessment prior to going on an excursion
- that when buses/cars are hired for use on excursions, that a staff member or nominated supervisor is present at the service when children get on and off a vehicle. This person must be an additional person, it cannot be the driver of the vehicle
- each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for
- that when buses/cars are hired for use on excursions, that a staff member (not the bus driver) immediately records when children get on and off a vehicle:
 - each child was accounted for
 - how each child was accounted for at KCCC
 - interior of vehicle was checked after all children have disembarked at the service premises
 - date and time the record was made with full name and signature of the staff member making the record
- each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for
- ensure that appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from KCCC
- ensure that the staff comply with KCCC's Road Safety Policy encourage parents/guardians to comply with KCCC's Road Safety Policy
- understand that if they participate in an excursion, incursion or service event as a volunteer, they will always be under the immediate supervision of a KCCC ECT or educator
- if participating in an excursion, incursion or special event, inform an educator immediately if a child appears to be missing from the group

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Excursion, Incursion and Special Events Policy* will be reviewed every 3 years, or earlier if required, in consultation with children, families, staff, educators and management.

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). (2024). [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/>

Road Transport (Safety & Traffic Management) Act 1999.

Victoria State Government Education and Training *Early Childhood Professionals*

REVIEW

POLICY REVIEWED BY	Megan Newton	Business Support Manager	05/05/2025
POLICY REVIEWED	MAY 2025	NEXT REVIEW DATE	MAY 2028
ENDORSED BY	KCCC Board	ENDORSEMENT DATE	20/05/2025
VERSION NUMBER	V04.05.25		
MODIFICATIONS	<ul style="list-style-type: none"> • change of policy format • general policy maintenance • responsibilities reviewed to ensure meet National Law Requirements • definitions are enhanced • sources checked for currency and updated as required 		