



EXCURSION / COMMUNITY ENGAGEMENT POLICY

Excursions/community engagements 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 Service 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.165A	Offence relating to children leaving the education and care service premises unauthorised (WA Services)
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 Education and Care Service Premises Educational Program Policy Emergency Evacuation Policy Family Communication Policy	Incident, Injury, Trauma and Illness Policy Interaction with Children, Family and Staff Policy Orientation of Families 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

To ensure that all excursions and community engagements undertaken by the Service are carefully planned and conducted in a safe manner, maintaining children’s health, safety and wellbeing at all times in accordance with Education and Care National Regulations. We believe excursions / community engagements 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, approved provider, nominated supervisor, students and volunteers of the Service.

IMPLEMENTATION

Under the Education and Care Services National Regulations, the approved provider must ensure policies and procedures are in place for managing excursions. (ACECQA, June 2021). Excursions and community engagements will be conducted with the children's safety and wellbeing in mind. We will regularly schedule community engagements and visitors to our Service. However, if we feel an excursion will benefit the children and offer a valuable experience, we will adhere to the National Regulations and Service 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 community engagements, where visiting performers, groups or community services may visit our Service.

DEFINITIONS

Excursion: means an outing organised by an education and care service 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 occasion

Community engagement: means an activity organised by our 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 community engagements may be offered free of charge whilst others may incur a small participation cost.

WHAT IS THE DIFFERENCE BETWEEN AN EXCURSION AND A REGULAR OUTING?

An excursion is an outing organised by the service to a destination outside the service. Each excursion requires a separate risk assessment and written authorisation to be given by a parent.

This does not include an outing organised by the service on a school site if:

- the child or children leave the service premises with an educator, and
- the child or children do not leave the school site.

For example, a preschool group visiting the library within the school site that the preschool is co-located on, is not considered an excursion or regular outing. In such a situation, however, it would be best practice for the service to conduct a risk assessment and seek written authorisations.

A regular outing includes a walk, drive or trip to and from a destination:

- that the service visits regularly as part of its educational program, and
- where the circumstances relevant to the risk assessment are 'substantially the same' on each outing.

Where the circumstances relevant to the risk assessment are not 'substantially the same' on each outing, a new risk assessment and written authorisation is required for each outing.

Some examples of circumstances that may change, and require a new risk assessment, include:

- location
- additional children attend
- proposed route and destination
- method of transport to and from the proposed destination
- proposed activities
- proposed duration of the outing.

'Blanket' risk assessments and authorisations for a general area are not compliant. Conducting a risk assessment and authorisation for multiple destinations within a general area, either in the community or around the service premises, does not comply with the regulatory requirements for either regular outings or excursions:

- Authorisations and risk assessments must refer to a particular destination - they cannot be applied to multiple possible destinations within a general area (for example within a 2km radius of the service)
- To meet requirements for a regular outing, the circumstances must be 'substantially the same' each time. A separate authorisation and risk assessment is required for each destination in the defined area.

Spontaneous outings are not permitted ; A service cannot consult families on the day an excursion/outing occurs. A risk assessment must always be completed, and information provided to parents/authorised persons with the written authorisation, before consent can be given to take the child outside the service.

CONSIDERATIONS FOR EXCURSIONS AND COMMUNITY ENGAGEMENTS

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

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

- time away from the service
- 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 (excursions and community engagement if applicable)
- weather- wet weather arrangements
- Risk Assessment documentation provided by the excursion venue
- teaching children safety procedures and responsibilities whilst on an excursion
- safety and wellbeing of children whilst at the service whilst participating in a community engagement (identified in risk assessment)

EXCURSION / COMMUNITY ENGAGEMENTS 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 / community engagement. 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/ MANAGEMENT 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 link to this policy as part of their induction process
- an *Excursion / Community Engagement Risk Assessment* and management plan is developed prior to any excursion or community engagement [see *Excursion Risk Management Plan, Regular Outing Risk Management Plan, Community Engagement Risk Management Plan*]
- a responsible person (or coordinator) is appointed to oversee the organisation of the excursion / community engagement
- staff are provided with ongoing training and information sharing to ensure they fulfil their roles effectively
- families are notified about the excursion using an *Excursion Authorisation Form* and written authorisation must be provided by a parent or other person named in the child's enrolment record
- families are notified about any community engagement occurring in the Service. Authorisation is generally not required.
- families have a right to view the risk assessment prior to the excursion / community engagement upon request, which the Service must comply with ensuring all information is available
- the risk assessment must:
 - identify and assess possible risks that the excursion/ community engagement may pose to the health, safety and wellbeing of any child being taken on the excursion or participating in the community engagement
 - specify how the identified risks will be managed and minimised
 - ensure Working with Children Checks are conducted for all adults visiting the Service on community engagement
 - ensure the visiting group/performance is covered by insurance
 - consider the proposed route and destination for the excursion
 - 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
 - consider any requirements for seatbelts or safety restraints

- consider the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- consider 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 / community engagement, 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

PARENT/GUARDIAN AUTHORISATION

The approved provider/ nominated supervisor must ensure:

- that a child is not taken outside the Service 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 for 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 Service
- that written policies and procedures for transporting children are available at the Service
- parental authorisation may be required for community engagement if identified in the risk assessment or if a cost is required
- authorisations must be kept securely in the child's enrolment records

STAFFING ARRANGEMENTS

The approved provider/nominated supervisor will ensure that:

- educator to child ratio is 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
- consideration for adequate supervision may include:
 - the number, age and ability of children
 - the number and physical positioning of educators
 - each child's current activity
 - risks related to the mode of transport (for example: walking)
 - visibility and accessibility
 - the experience and skill of each educator
- 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 ACECQA approved first aid qualification, CPR qualification, approved emergency asthma management and approved anaphylaxis management training

PARENT AND VOLUNTEER PARTICIPATION

The approved provider / 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 approved provider / 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 treatment and relevant medical management plans
- items required for excursion circumstances- such as sunscreen, hats, other equipment
- child's attendance record

TRANSPORTATION FOR EXCURSIONS

Excursions involving transportation must adhere to the *Safe Transportation Policy* including ensuring a risk assessment has been completed prior to children being transported by the service and authorisation for the Service to transport children as part of the excursion. 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 of travel, 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 dis-embarkment. 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.

○ **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.

The vehicle must be registered and free of any defects that could put any passenger at harm.

All children must be secured in the vehicle according to National Child Restraint Laws for Vehicles (below). The educator or staff member driving the vehicle must hold a current Australian driver's licence appropriate for the vehicle type.

The process for entering and exiting the Service premises safely must be considered at all times.

NATIONAL CHILD RESTRAINT LAWS FOR VEHICLES

- children up to the age of six months must be secured in an approved rear facing restraint
- children aged from six months old but under four years old must be secured in either a rear or forward-facing approved child restraint with an inbuilt harness
- children under four years old cannot travel in the front seat of a vehicle with two or more rows of seating
- children aged from four years old but under seven years old must be secured in a forward-facing approved child restraint with an inbuilt harness or an approved booster seat
- children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows of seating, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat

- children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

If the child is too small for the child restraint specified for their age, they should be kept in their current-sized child restraint until it is safe for them to move to the next level.

If the child is too large for the child restraint specified for their age, they may move to the next level of child restraint.

INSURANCE

The approved provider or nominated supervisor must review the insurance policy prior to the excursion / community engagement to ensure liability is protected by the Service. A copy of the insurance policy should be kept within the service's vehicle (if applicable) at all times.

CHECK FOR CHILDREN'S SAFETY

Educators will ensure:

- children's attendance records are taken on excursions
- all children are accounted for when embarking/disembarking the car/vehicle or bus
- children's names are marked off as they enter and leave the vehicle
- a thorough check is made of the vehicle to ensure no child is left in the vehicle (a second person is required to repeat this check for safety)
- the vehicle is parked to avoid other vehicles, driveways or car parks
- the vehicle is parked as close as possible to the Service premises or visiting venue
- children only disembark the vehicle when it is safe to do so
- where possible, educators hold children's hands to supervise them walking into the Service premises or to a safe area at the venue
- head counts are conducted at least every 30 minutes whilst on the excursion
- bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and supervised
- children remain in the care and supervision of educators from the Service during the excursion. If a parent or authorised guardian collects the child whilst on an excursion the *Delivery of Children to and collection from Education and Care Service Premises Policy* and procedures must be followed.

CHILD BECOMES ILL WHILST ON EXCURSION- EDUCATORS WILL:

- assess the child's illness and follow the Incident, Injury, Trauma and Illness procedure
- keep the child calm and comfortable
- if a child has an individual Medical Management Plan for their symptoms displayed, follow the directions and administer medication if applicable, and notify parents/guardians
- use the supplies in the excursions first aid kit to assist in applying first aid to child
- seek medical assistance, including ambulance transport, medication if required
- contact the child's parents/guardians as soon as possible, no later than 24 hours after the incident
- contact the nominated supervisor at the Service for further direction if required
- ensure ratios are maintained for supervision
- complete an *Illness Record*
- notify the Regulatory Authority of any serious incident of a child while being educated and cared for at the service within 24 hours

LOST CHILD DURING AN EXCURSION

In the event of a child being unaccounted for during an excursion, educators will immediately:

- inform another educator and provide supervision for groups
- conduct a head count
- ask children/parent helpers/other educators if they have seen the missing child
- search the premises
- check organised meeting points (use mobile phone to contact other educators)
- alert the venue management and request that an announcement is made
- if the child is still unaccounted for after checking as above, the responsible person will contact the Police on 000 and report the incident
- the nominated supervisor will contact parents/guardian
- educators will reassure other children and provide supervision
- the approved provider must make a notification to the Regulatory Authority within 24 hours of a serious incident.

CONTINUOUS IMPROVEMENT/REFLECTION

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

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.

Victoria State Government Education and Training *Early Childhood Professionals*

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Megan Hipkiss	Centre Support	June 2024
POLICY REVIEWED	MAY 2024	NEXT REVIEW DATE	MAY 2025
VERSION NUMBER	V13.05.24		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • word ‘incursion’ changed to ‘community engagement’ • Added: what is the difference between an excursion and a regular outing? As per QARD newsletter • additional section added re: Child becomes ill whilst on an excursion • WA specific law added • sources checked for currency and updated as required 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	

MAY 2023	<ul style="list-style-type: none"> • annual policy maintenance • Information added regarding new regulations related to safe transportation • minor formatting edits within text • hyperlinks checked and repaired as required • continuous improvement/reflection section added • Childcare Centre Desktop Related resources section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 	MAY 2024
MAY 2022	<ul style="list-style-type: none"> • Policy reviewed and suggestions from ACECQA <i>Excursions Policy Guidelines</i> (June 2021) added • Additional legislative requirements added • Additional related policies • Sources checked for currency 	MAY 2023
MAY 2021	<ul style="list-style-type: none"> • Policy reviewed for currency • additional information related to incursions • additional inclusion for checking for children's safety • lost child procedure added • ensuring adequate supervision added <p>Links checked and additional resource added</p>	MAY 2022
AUGUST 2020	<p>amendments to policy to reflect new regulations for risk assessments for excursions and written authorisations for parents (effective 1 October 2020) new definition added for 'regular outing'</p>	MAY 2021
MAY 2020	<p>additional regulations added additional sections added: considerations/staffing arrangements /items to take on an excursion/parent and volunteer information /walking sources edited and checked for currency minor editing and formatting</p>	MAY 2021
MAY 2019	<p>Additional information added to points. Points added (Highlighted) Section added and referenced: National Child Restraint Laws for Vehicles Sources/references corrected, updated, and alphabetised 'Related policies' alphabetised</p>	MAY 2020

MAY 2018	Minor changes made to include 'Incursions' as the same process of risk assessment would apply	MAY 2019
OCTOBER 2017	Updated the references to comply with revised National Quality Standard	MAY 2018
MAY 2017	Minor terminology changes made	MAY 2018