



## 1.03 Excursion Policy

### POLICY STATEMENT

Excursions/Incursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to gain skills and knowledge in the current interest. Our service recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

### AIM

To ensure that all excursions and incursions undertaken by St Nicholas Preschool are planned and conducted in a safe manner, maintaining children's wellbeing at all times in accordance with National Legislation. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local community. This policy applies to children, families, staff, management and visitors of the service.

### STANDARDS AND PROCEDURES

Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our service, however, if we feel an excursion will benefit the children we will adhere to the National Regulations and Service policies and procedures.

#### Excursion Risk Assessment

- Management must conduct a risk assessment which reflects national regulation 101 before an authorisation is required under regulation 102 to determine the safety and appropriateness of the excursion.
- The service will notify families about the excursion using an Authorisation for Excursion Form.
- Families have a right to view the risk assessment prior to the excursion upon request.
- A risk assessment must
  1. Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion.
  2. Specify how the identified risks will be managed and minimised.
  3. Consider the proposed route and destination for the excursion and any water hazards.
  4. Contemplate the transport to and from the proposed destination for the excursion.
  5. Consider the ratio of adults to children involved in the excursion.
  6. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans etc).

#### Parent Authorisation

- The Nominated Supervisor must ensure that a child is not taken outside the service premises on an excursion unless written authorisation has been provided under sub regulation (4).
- Authorisation must be given by a parent or other authorised person named in the child's enrolment form
- The authorisation form must state
  1. The child's name;
  2. The reason the child is to be taken outside the premises;
  3. The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
  4. A description of the proposed destination for the excursion;
  5. The method of transport to be used for the excursion;
  6. The proposed activities to be undertaken by the child during the excursion;
  7. The period the child will be away from the premises;
  8. The anticipated ratio of educators attending the excursion to the number of children attending the excursion
  9. That a risk assessment has been prepared and is available at the service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

#### Transportation for Excursion

- It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record.
- The means of transport may mean:
  1. Bus - Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. All children must sit on seats, preferably with, or close to, an adult. Seat belt guidelines must be followed and if the bus has seat belts, they must always be worn.
  2. 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.

#### Insurance

- Management must review their insurance policy prior the excursion to ensure liability is protected by the service.

#### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

##### Children (Education and Care Services) National Law NSW

- 99 - Children leaving the education and care services premises
- 100 - Risk assessment must be conducted before excursion
- 101 - Conduct of risk assessment for excursion
- 102 - Authorisation for excursion
- 168 - Policies and Procedures are required

### SOURCE LIST

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This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Education and Care Services National Regulation](#)
- [National Quality Standards](#)
- [Early Years Learning Framework](#)
- [Revised National Quality Standards](#)

### RELATED POLICIES

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- 2.02 Administration of First Aid Policy
- 2.07 Child Protection Policy
- 2.13 Incident, Illness, Accident and Trauma Policy
- 2.20 Supervision Policy

### POLICY REVIEW

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The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
May 2018	Yes	No	None	May 2019