EXCURSIONS, REGULAR OUTINGS AND SERVICE EVENTS

Emerge Early Years Services (EEYS) are committed to the safety and wellbeing of all children, and this will be the primary focus of our education, care and decision-making. Our commitment will be enacted through the implementation and monitoring of the Child Safe Standards.

EEYS have zero tolerance to child abuse.

EEYS are committed to providing a child safe environment where children feel safe, secure and empowered and their voices are heard about decisions that affect their lives. Particular attention will be paid to the Cultural safety of Aboriginal Children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Forms required – Please see EEYS DROPBOX for most updated forms

-Risk assessment

-Parent/ guardian authorisation form (Excursion or Regular outings)

-Volunteers and Student Pack

-Bus collection information list – excursions

-Essential Purposes authorisation form (only if required)

-Emergency contact details (staff details need to be updated in the Emergency Bag)

PURPOSE

This policy provides guidelines for EEYS to plan and conduct safe and appropriate excursions, regular outings, and service events, ensuring all reasonable steps to protect children from harm and ensure risk management, supervision and child safety practices are embedded in all service activities."

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child are the paramount consideration and must guide all decisions, actions and practices of educators within the education and care service.

VALUES

EEYS is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader community
- ensuring that all excursions, regular outings and service events are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, conducting risk assessments and ensuring authorisations are obtained from parents/guardians
- promoting a strong culture of child safety and ensuring all excursions and outings are planned and conducted in line with the Child Safe Standards, with the safety and wellbeing of children as the highest priority

- providing adequate supervision of all children during excursions, regular outings and service events
- promoting road safety education and safe active travel for children.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EEYS, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management	Nominated supervisor and persons in day-to-day	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
1. Developing an *Excursions, Regular Outings and Service Events Policy* in consultation with the nominated supervisor, staff and parents/guardians at the service *(Regulation 168)*	**R**	✓	✓	✓	✓
2. Ensuring excursions, regular outings and service events are planned and delivered in a way that promotes child safety and complies with the Victorian Child Safe Standards	**R**	✓	✓		✓
3. Ensuring that staff, volunteers, students and others at the service are provided with a copy of the *Excursions Regular Outings and Service Events Policy and* comply with its requirements *(Regulation 171)*	**R**	✓	✓	✓	✓
4. Ensuring that all parents/guardians have completed, signed and dated their child's enrolment form *(refer to Enrolment and Orientation Policy)* including details of persons able to authorise an educator to take their child outside the service premises *(Regulation 99, 160, 161)*	**R**	✓	✓	✓	✓
5. Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation *(Regulation 99)* within the past 12 months where the service is to take the child on regular outings *(refer to Definitions)*, and that this authorisation is kept in the child's enrolment record *(Regulation 161)* *(refer to Attachment 1)*	**R**	✓	✓	✓	✓

EEYS requires authorisation to be provided annually and is only valid for the calendar year in which It Is signed.					
6. Ensuring that a child does not leave the service premises on an excursion 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 under *Regulation 99, 102(4)* *(refer to Attachment 1)*	**R**	✓	✓		✓
7. Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day	**R**	✓	✓		
8. Ensuring that educator-to-child ratios are maintained at all times, including during excursions, regular outings and service events *(Regulations 123)*	**R**	✓	✓		
9. Ensuring that children are adequately supervised *(refer to Definitions)* at all times *(Regulation 122) (National Law: Section 165)*	**R**	✓	✓		✓
10. Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children *(refer to Participation of Volunteers and Students Policy)*	**R**	✓	✓		
11. *Ensuring a documented risk assessment is completed before each excursion in accordance with Regulations 100 and 101 and that the assessment considers supervision requirements, transport safety, environmental hazards, child safety risks, emergency management arrangements and the individual needs of children*	**R**	✓	✓		✓
12. *Ensuring the risk assessment (refer to Definitions) identifies and assesses the risks, including identification of potential child safety risks and strategies to minimise these risks, and includes all details required by Regulation 101*	**R**	✓	✓		
13. Developing strategies to improve children's safety in high-risk situations such as excursions near water or near a road *(refer to Supervision of Children Policy, Water Safety Policy and Road Safety Education and Safe Transport Policy)*	**R**	✓	✓		
14. Ensuring a new risk assessment is completed when circumstances change for regular outings	**R**	✓	✓		
15. Ensuring 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.	**R**	√	√		
16. Ensuring a staff member or nominated supervisor is present at the service when children get on and off a vehicle and ensuring active supervision during	**R**	**R**	√		√

embarking and disembarking procedures. **This person must be an additional person, it cannot be the driver of the vehicle**. *(Regulation 102E (4)(a), Regulation 102F (4)(a))* Note: Services must ensure that the number of educators or other responsible adults involved in the transportation of children, including when children are embarking or disembarking the vehicle, is adequate, effective and ensures active supervision.					
17. Ensuring each child getting on and off a vehicle is checked against an attendance list, so all children are accounted for *(Regulation 102E (4)(b), Regulation 102F (4)(a))*	**R**	**R**	√		√
18. Ensuring the service (not the driver) immediately records when children get on and off a vehicle: • each child was accounted for • how each child was accounted for at the service premises • interior of vehicle was checked after all children have disembarked at the service premises. • date and time the record was made • full name and signature of the staff member making the record *(Regulation 102E (4)(c), Regulation 102F (4)(a))*	**R**	**R**	√		√
19. Ensuring an extensive check of the vehicle after children have disembarked to confirm no child is left behind in the vehicle. *(National Law: Section 16, Regulation 102F)*	**R**	**R**	√		√
20. Ensuring these documents are kept for a period of 3 years after the last date on which the child was educated and cared for by the service *(Regulations 177 and 183)*	**R**	**R**			
21. Ensuring that personal devices that take and store images are only used for emergency during excursions and regular outings, and that essential purposes authorisation *(refer to Safe Use of Digital Technologies and Online Environment Policy)* documentation is completed prior to excursions and regular outings	**R**	**R**	√	√	√
22. Ensuring there are sufficient service-issued devices available when programs are delivered outside the approved service premises (such as bush, beach or other nature programs) *(refer to Safe Use of Digital Technologies and Online Environment Policy)*	**R**	**R**	√		√
23. Ensuring that appropriate procedures are followed in the event of a vehicle crash or transport-related injury involving any children, staff or volunteers from the service *(refer to Incident, Injury, Trauma and Illness Policy)*	**R**	√	√		√

24. Ensuring any incident, allegation or concern relating to the safety or wellbeing of a child during an excursion is managed in accordance with the *Incident, Injury, Trauma and Illness Policy* and reported to the regulatory authority where required	**R**	**R**	√		√
25. Ensuring that staff comply with the service's *Road Safety Education and Safe Transport Policy*	**R**	✓	✓	✓	✓
26. Encouraging parents/guardians to comply with the service's *Road Safety Education and Safe Transport Policy*	**R**	✓	✓	✓	✓
27. Avoiding inappropriate conduct *(Refer to Definitions)* and at all times, maintaining professional boundaries, use respectful and age appropriate interaction, and act in line with the *Child Safe Environment and Wellbeing Policy* and the *Interaction with Children Policy (Attachment 5)*	**R**	**R**	**R**		**R**
28. Providing road safety education as part of the curriculum		✓	✓		
29. Where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness		✓	✓		
30. Ensuring that excursions, regular outings and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child *(refer to Curriculum Development Policy)*		✓	✓		
31. Ensuring parents/guardians do not use their personal devices to record images of children during service events *(refer to Safe Use of Digital Technologies and Online Environment Policy)*	R	R	√	√	√
32. Ensuring third parties delivering programs or service activities *(refer to Safe Use of Digital Technologies and Online Environment Policy)* do not use their personal devices to record images of children when providing education and care and working directly with children	R	R	√	√	√
33. Ensuring that there is a clear purpose and educational value to each excursion, regular outing or service event, and that this is communicated to parents/guardians		✓	✓		
34. Discussing the aims and objectives of the excursion, regular outing or service event, and items of special interest, with children prior to undertaking the activity		✓	✓		
35. Involving children in consultation and decision-making processes		✓	✓		✓
36. Considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an	✓	✓	✓		

expenditure item in the service's budget and, as a result, will not incur additional charges *(refer to Fees Policy)*					
37. Ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions *(refer to Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Management Policy, Anaphylaxis and Allergic Reactions Policy, Diabetes Policy and Epilepsy and Seizures Policy)*	R	✓	✓		
38. Ensuring strategies are in place to provide an accurate attendance record *(refer to Definitions)* for children attending an excursion, and for children remaining at the service while an excursion is happening	R	✓			
39. Ensuring 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	R	✓	✓		
40. Ensuring an accurate attendance record *(refer to Definitions)* is kept for children attending an excursion, and for children remaining at the service while an excursion is happening	R	✓	✓		✓
41. Ensuring 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	✓	✓	✓		
42. Understanding that, if they participate in an excursion or service event as a volunteer, they will be always under the immediate supervision of an ECT/educator or the approved provider				✓	✓
43. If participating in an excursion, regular outing or service event, informing an educator immediately if a child appears to be missing from the group				✓	✓
44. Supervising and caring for siblings and other children in their care who are not enrolled in the program. EEYS does not allow children who are not enrolled to participate in service events, regular outings and excursions when parents are acting as volunteers.				✓	
45. Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities *(Regulation 89)*and ensuring at least one educator with current approved first aid, anaphylaxis and asthma training accompanies the excursion.	R	✓	✓		✓
46. Ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities *(refer to Dealing with Medical Conditions Policy, Asthma Management Policy, Anaphylaxis and Allergic Reactions Policy,*	R	✓	✓	✓	✓

Diabetes Policy and Epilepsy and Seizures Policy) (Regulation 90)					
47. Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness *(Regulation 98)*	R	✓	✓		
48. Ensuring sunscreen and hats (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade	R	✓	✓		✓
49. Informing parents/guardians of items required by children for the excursion, adventure activities or service event e.g., snack/lunch, sunscreen, coat etc	✓	✓	✓		
50. Displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service	✓	✓	✓		

BACKGROUND AND LEGISLATION

BACKGROUND

Excursions, regular outings and service events are planned to extend the educational program and further develop the current interests of children. The *Victorian Early Years Learning and Development Framework (refer to Sources)* states that "Participating in their communities strengthens children's sense of identity and wellbeing" (Outcome 2: Children are connected with and contribute to their world). The purpose and educational value of each excursion or service event should be clearly communicated to parents/guardians.

When planning excursions, regular outings and service events, it is important to ensure that they are inclusive of all members of the service community. Consideration must be given to any extra costs involved and the ability of families to pay these costs. Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions *(refer to Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Management Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy and Seizures Policy)*. Clear procedures must be developed and followed, and these should be communicated to parents/guardians.

A risk assessment must be carried out for each excursion to determine any risks to children's health, safety or wellbeing before permission is sought from parents/guardians *(Regulations 100, 101)*. The risk assessment must identify each risk and specify how the risk will be managed and/or minimised *(Regulation 101)*. Written authorisation for the child to attend the excursion must be obtained from a parent/guardian or person named in the child's enrolment record before the child can be taken outside the service premises. For details regarding information to be included in the written authorisation, *refer to Attachment 1.*

National Regulation 102-5 states a risk assessment and authorisation only need to be completed once every 12 months if the outing qualifies as a regular outing *(refer to Definitions)* and the circumstances have not changed. However, a new risk assessment and authorisation are required if any circumstances, such as the location,

number of children, route, transport method, activities, or duration of the outing, change.

EEYS requires authorisation and risk assessments to be provided annually and is only valid for the calendar year in which It Is signed.

Each excursion requires a separate risk assessment and written authorisation to be given by an authorised person.

- 'Blanket' risk assessments and authorisations for a general area are not compliant.
- Spontaneous outings are not permitted.
- 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 2 km radius of the service)

Active travel excursions near the service have a range of benefits including:

- children and staff being physically active
- providing the opportunity to practice road safety
- engaging with the community

Early childhood road safety education aims to reduce the risk of serious injury and death from road trauma. It also aims to lay the foundations for children to become safe and independent road and transport users in the future. Road safety education is an important part of a holistic approach to keeping children safe around traffic and in the road environment. Effective traffic skills are best learnt if they occur in a real environment i.e., using crossings and traffic lights.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- *National Quality Standard*, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Adequate supervision: (In relation to this policy) **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.

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:

- 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).

Attendance Record: 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 *(Regulation 158(1))*.

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 service 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 service premises with an educator/staff member, but do not leave the school site'.

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 minimised *(Regulation 101)*. Risk assessments must consider:

- the proposed route and location of the excursion
- any water hazards *(refer to Water Safety Policy)*
- any risks associated with water-based activities *(refer to Water Safety Policy)*
- 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 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.

A sample Excursion Risk Management Plan is provided on the ACECQA website at: www.acecqa.gov.au (search Sample forms and templates)

Regular outing: (In relation to education and care services) means an excursion *(refer to Definitions)* 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. **However EEYS requires a new regular outing risk assessment and permissions to be completed per calendar year**. A new authorisation is required if there is any change to the circumstances of the regular outing.

Service event: 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.

Supervision: refer to adequate supervision in *Definitions* above.

SOURCES AND RELATED POLICIES

SOURCES

- Belonging, Being & Becoming – The Early Years Learning Framework for Australia: www.acecqa.gov.au
- *Guide to the National Quality Standard*, ACECQA: www.acecqa.gov.au
- ELAA's Road Safety Education program www.childroadsafety.org.au
- *Victorian Early Years Learning and Development Framework*: www.education.vic.gov.au
- VicRoads: www.vicroads.vic.gov.au
- Child Health Promotion Research Centre & Edith Cowan University (2012) *National Practices for Early Childhood Road Safety Education*: chrome-https://childroadsafety.org.au/wp-content/uploads/2020/07/National-Practices-for-EC-RSE.pdf
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RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Code of Conduct
- Educational Program
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Diabetes
- Emergency and Evacuation
- Enrolment and Orientation
- Epilepsy and Seizures
- Fees
- Food Safety
- Hygiene
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Interactions with Children
- Nutrition, Oral Health and Active Play

- Occupational Health and Safety
- Participation of Volunteers and Students
- Privacy and Confidentiality
- Road Safety Education and Safe Transport
- Safe Use of Digital Technologies and Online Environment
- Sun Protection
- Supervision of Children
- Water Safety

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk *(Regulation 172 (2))*.

ATTACHMENTS

- Attachment 1: Developing an excursion/service event authorisation form
- Attachment 2: Excursion Procedure
- Attachment 3: Service event/ Incursion Procedures
- Attachment 4: Bus collection information list – Excursions
- Attachment 5: Excursion authorisation form
- Attachment 6: Regular outings authorisation form
- Attachment 7: Excursion, regular outing and service event checklist

AUTHORISATION

This policy was adopted by the approved provider of EEYS on 10/11/2026

Next REVIEW DATE: November 2027

VERSION	REVIEW DATE	DOCUMENT WRITER	REVISION DESCRIPTION	APPROVED BY
V1	Oct 2020	Policy Officer		CEO PB

V2	27/01/2026	Policy Officer	New layout and reviewed Elaa updates 25/11/25	CEO EN
V2.1	12/05/2026 27/10/26 10/11/2026	Policy officer	Elaa updates 20/4/2026 Clarifying Procedures and updated forms	CEO EN

ATTACHMENT 1. DEVELOPING AN EXCURSION, REGULAR OUTING OR SERVICE EVENT AUTHORISATION FORM

The *Education and Care Services National Regulations 2011 (Regulation 102 (4))* specify that written authorisations for excursions, given by a parent/guardian or person authorised on the child's enrolment record, must include the following details:

- the child's name
- the reason the child is to be taken outside the service premises
- if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings
- if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion
- a description of the proposed destination for the excursion
- 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 proposed activities to be undertaken by the child during the excursion
- the period the child will be away from the premises
- the anticipated number of children likely to be attending the excursion
- the anticipated ratio of educators attending the excursion to 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
- 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.

The authorisation form should require parents/guardians to include contact details for two people and for the child's medical practitioner in the event that the child experiences an incident, injury, trauma or illness while on the excursion.

The form must be signed and dated by the parent/guardian or a person authorised on the child's enrolment form.

Services should also include information about:

- additional costs involved, if any, and
- whether parents/guardians/siblings are able to participate in the excursion and, if so, details of the supervision requirements for additional family members.

ATTACHMENT 2. -EXCURSION PROCEDURE

This procedure outlines the minimum requirements for planning, approving, and conducting excursions and regular outings to ensure the safety, supervision, and wellbeing of children in accordance with the education and care services national regulations, ACECQA guidance, and Child safe standards.

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1. Planning and Risk Assessment (at least 4 weeks prior to excursion)

- excursions must be planned to support children's learning, community engagement, and connection to the environment, and must be appropriate to children's ages, abilities, interests, and individual needs.
- the proposed excursion site should be visited to assist in identifying risks and completing an accurate risk assessment.
- 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. (see risk assessment definition in the policy for things to consider in your risk assessment)
- a written risk assessment must be completed and submitted for management approval at least four (4) weeks prior to the excursion date.
- Please send your risk assessment to your Educational Leader who will review and provide feedback. Once all adjustments are made the Educational Leader will sign off and approve the excursion to proceed. The Educational Leader will forward the approved Risk Assessment to the service and CC in the services Manager.
- Excursions that require bus transportation must have two separate risk assessments completed: one for the bus travel and one for the excursion itself.
- excursions must not proceed until the risk assessment has been reviewed and approved by the Educational Leader.
- parent/guardian authorisation forms must not be distributed until risk assessment approval has been granted.
- staffing levels, qualifications, and educator-to-child ratios must be reviewed in line with risk assessment findings and excursion requirements, including consideration of additional staff if required.

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2. Authorisation, communication, and preparation

- families must be provided with written details of the excursion in accordance with the education and care services national regulations. This is given through the risk assessment and excursion authorisation form which will be displayed at the service for parents to read.
- the parent/ guardian "excursion authorisation form" must be completed with all relevant excursion details.
- authorisation forms must be distributed to families at least two (2) weeks prior to the excursion.
- where authorisation is not received for all children, management must be notified immediately to determine whether the excursion can proceed.

- children must be supported to prepare for the excursion through age-appropriate discussion of expectations, safety, and learning goals.
- a notice must be displayed at the service in the week prior to the excursion, including date, time, and destination details.
- all completed documentation must be collated and taken on the excursion, including risk assessments, authorisations, attendance records, bus collection information lists, emergency contact details and medical information.
- all educators, volunteers, and students must be familiar with the risk assessment and all excursion procedures prior to departure.

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3. Volunteers and parent helpers

- The educator in charge of the day along with all staff must ensure that the excursion follows the risk management plan as much as possible. The educator in charge will communicate with management if there are sudden unexpected changes and make decisions based on the staffs, volunteers and children's health and safety.
- all volunteers must complete an induction, complete relevant training and the volunteer and student pack prior to the excursion. (please see participation of volunteers and students policy for details)
- ensure you request volunteers help with enough time for families to fill in required paperwork and do an induction. (at least 2 weeks)
- volunteers must hold a current working with children check (WWCC), which must be verified and recorded prior to approval.
- WWCC details must be verified through the appropriate online system and copies retained with excursion documentation.
- volunteers must be at least 18 years of age and must be listed as an authorised contact on the child's enrolment record.
- volunteers and students must be informed of their role, supervision expectations, and behaviour requirements prior to the excursion.
- volunteers and students must remain under direct supervision of educators at all times and must never be left alone with children.

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4. Excursion day requirements

- The educator in charge of the day along with all staff must ensure that the excursion follows the risk management plan as much as possible. The educator in charge will communicate with management if there are sudden unexpected changes and make decisions based on the staffs, volunteers and children's health and safety.
- A notice must be displayed at the service indicating excursion details (time and place), expected return time, and contact information.

- A record of all attending children, staff, students and volunteers must remain at the service and be provided to management or the service coordinator prior to departure. If there is no one at the service email it to your coordinator (Stawell or Hindmarsh) and emerge office (Horsham).
- Only children with written authorisation may attend the excursion.
- Regular head counts must be conducted, particularly when transitioning locations (e.g., entering/exiting venues, boarding transport, bathroom breaks).
- Educators must maintain active supervision at all times and ensure volunteers and students are appropriately supported and supervised.
- clear expectations, boundaries, and safety rules must be communicated to children and adults prior to departure.
- the service coordinator must be notified when the group departs the service and when it returns safely.
- any delays, incidents, or changes to the excursion plan must be communicated to management immediately so that families can be contacted.
- procedures outlined in the road safety and transport policy and delivery and collection policy must be followed at all times.
- check that all children are signed into the attendance sheets for the day and ensure all staff and volunteers are aware of how many children and adults are attending the excursion.
- before exiting the service ensure all staff are able to account for all children.
- educators to account for children every time they exit/ enter new building/ on and off bus etc.
- staff to stay in communication about children's movements at all times and do head counts regularly. (see supervision policy)
- bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and appropriately supervised.

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5. Personal electronic devices (compliance requirement)

- in line with child safe standards and best practice digital safety requirements, personal electronic devices are not to be used to photograph, video, or record children at any time.
- volunteers and visitors must keep personal devices stored and unused while supervising children.
- Personal devices carried for emergency purposes must remain out of sight at all times and may only be accessed with the approval of the educator in charge when the volunteer or staff member is not actively supervising children. Educators required to carry a personal device during an excursion must have an approved Essential Purpose Form in place prior to the excursion.
- service-issued devices must be used for all operational communication and emergency requirements wherever possible.
- Please follow the 'Safe use of digital Technologies and online environments Policy'.

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6. Essential items for excursion bag/ items to bring on the excursion.

The excursion emergency bag must be checked prior to departure and should include, where applicable:

- Medications and documentation (MMP, risk minimisation and communication plan, medication authorisation forms)
- Emergency bag
- First aid kit
- service emergency medications (discus with management if there is a need to purchase a second emergency medication if there are children staying at the service- do this in the weeks prior to the day) EEYS provides 2 emergency medications for services who operate with 2 or more rooms. One to stay on location and one for excursions.
- service mobile phone
- attendance records and sign-in sheets
- Bus collection information list – excursions
- emergency contact information for children, staff, volunteers and students (located on the Parent/ guardian excursion authorisation forms, volunteer and student pack, updated list of all staff emergency details in emergency bag.)
- Completed students and volunteer packs for each student and volunteer attending.
- Child permission forms for the excursion (Parent/ Guardian Excursion Authorisation form)
- Staff emergency contact numbers - Please ensure all casual staff have been added to the staff emergency details which is in the emergency bag folder
- Excursion Risk assessment (and bus risk assessment if using a bus for transport)
- incident, injury, trauma and illness forms
- sunscreen, hats, water bottles
- hand sanitiser, disposable gloves
- spare clothing and nappies (if required)
- garbage bags and hygiene supplies (if required)
- any excursion-specific equipment (e.g., packed lunches, snake bite kit if relevant)

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7. Lost child procedure (excursion)

If a child is unaccounted for during an excursion:

• immediately alert all educators and volunteers and conduct a coordinated head count
• search the immediate area and pre-identified meeting points
• if the child is not located immediately, contact police (000)
• notify management without delay
• the nominated supervisor/responsible person will contact the family unless otherwise directed (management may call family instead)
• ensure remaining children are supervised and kept safe in a secure location
• the excursion may be suspended or terminated depending on circumstances
• the approved provider must notify the regulatory authority within 24 hours of a serious incident
• all documentation must be completed in accordance with service incident reporting procedures

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8. Accident, injury or illness

• in the event of any injury, accident, or illness, educators must follow the incident, injury, trauma and illness policy and administration of first aid policy.
• management must be contacted as soon as practicable for guidance and support. (serious accidents, injury or illness)
• all required documentation must be completed before returning to the service where possible.

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9. Regular outings (also including practice evacuations where children leave the service)

Regular outings are considered excursions and must follow all procedures outlined above, with the following additional requirements:

• a comprehensive risk assessment must be completed every calendar year, or sooner if required. A new risk assessment and authorisation are required if any circumstances, such as the location, number of children, route, transport method, activities, or duration of the outing, change. Regular outing permissions and risk assessment must be reviewed and re-authorised annually and is valid only for the calendar year in which it is signed.
• parent authorisation must be obtained annually, unless changes require re-authorisation
• procedures relating to transport, road safety, and delivery/collection must be followed
• the regulatory authority must be notified of any changes to regular transport arrangements where required

If the regular outing must be cancelled families are communicated with via the services procedures (outlined in permission authorisation form)

Volunteers and students attending regular outings have additional training requirements (see Participation of Volunteers and Students policy)

ATTACHMENT 3: SERVICE EVENT/ INCURSION PROCEDURES

Actions prior to the service event

Planning and risk assessment

- Plan a service event/ incursion that:
    - Supports children's learning and development
    - Strengthens connections with the community and environment
    - Considers children's individual needs, ages, abilities, interests, and wellbeing
    - Aligns with the educational program.
- Consider all aspects of the proposed service event and identify any potential risks. EEYS requires all service events/ incursions to have a documented risk assessment.
- Complete a risk assessment at least 4 weeks prior to the service event to allow sufficient time for approvals, planning, and completion of documentation.
- Submit the completed risk assessment to the Educational Leader. The educational leader will review and provide feedback. Once all adjustments have been made the Educational Leader will sign off and approve the incursion/ service event. The approved risk assessment will be forwarded to the service and the service's manager.
- Parent authorisation is not required however staff will communicate the details of the service event with the families after the risk assessment is approved.
- Provide parents access to the approved risk assessment at the service.
- Consult with management regarding educator-to-child ratios and whether additional educators or support staff are required based on the level of risk.
- Where an external presenter or provider is involved:
    - Obtain their working with children check (WWCC) details
    - Obtain a copy of their own risk assessment, where applicable.
- Verify the presenter's WWCC online and retain a printed copy with the service event documentation and risk assessment.

Parent/guardian authorisation and communication

- Inform parents/guardians of the details of the planned service event in accordance with the education and care services national regulations.
- Once the risk assessment has been approved you can communicate with the parents the service event details.
- Inform parents/guardians about the child's participation in the service event at least two weeks prior to the event.

- In most cases a parent/ guardian permission form is not required however if unsure discuss with the Educational Leader.
- If parents do not wish for their child to be involved in the service event educators must contact management as soon as possible to discuss appropriate arrangements. Children who do not have permission to attend must continue to be supervised and engaged within the regular kindergarten program. All reasonable efforts should be made to ensure service events are inclusive of all children.
- Prepare children for the service event by discussing:
    - The purpose of the event
    - Expectations for behaviour
    - Relevant safety information.
- Display a notice at the service during the week prior to the service event, including the date and time, to remind families and support smooth organisation on the day.
- Collate and securely file all documentation, including:
    - Parent/guardian authorisation forms (if required)
    - Instructor or presenter WWCC documentation
    - Risk assessments.
    - Student and Volunteer documentation.
- All educators and staff involved in the service event must familiarise themselves with the risk assessment and associated risk management strategies.

Parent and volunteer participation

- Where appropriate, invite parent or volunteer participation and ensure participants understand their role and responsibilities during the event.
- Parents and volunteers are required to hold a WWCC, complete a Volunteer and Student Pack and partake in an induction process and additional training (as required)
- Please read the 'Participation of Volunteers and Students Policy' to see all procedures around volunteer participation

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Actions on the day of the service event

- The educator responsible for the service event, together with all participating educators, must ensure the event is conducted in accordance with the approved risk management plan wherever reasonably practicable.
- The educator in charge must communicate with management regarding any significant or unexpected changes and make decisions that prioritise the health, safety, and wellbeing of children, staff, and volunteers.

- Ensure all parent helpers and volunteers remain under the supervision of educators at all times and are never left alone with children.

ATTACHMENT 4: BUS COLLECTION INFORMATION LIST – EXCURSIONS

1.Excursion Details

Date: _____ Excursion Destination: _____ Transport Type: _____

Number of children attending the Excursion: _____ Number of Staff present: _____ Number of Volunteers Present: _____

Staff Attending the Excursion

_____
_____
_____
_____

Volunteers Attending the Excursion

_____
_____
_____
_____

2. Child Attendance Tracking

Please ensure this list below is accurate and has all children listed who are present that day and attending the excursion.

Child Name	Board Bus (Service)	Disembark (Destination)	Board bus (Return)	Disembark (Service)	Confirmed Returned to Service

ATTACHMENT 4: BUS COLLECTION INFORMATION LIST – EXCURSIONS

3. Transport Safety Checkpoints

A. Boarding Bus (Service Departure)

- ◯ All children, staff and Volunteers accounted for
- ◯ Head count completed
- ◯ Service checked – no child left behind

Completed by: _____

Signature: _____

Date:_____ Time: _____

B. Arrival at Excursion Destination (Disembark)

- ◯ All children accounted for
- ◯ Head count completed
- ◯ Bus interior checked (empty)

Completed by: _____

Signature: _____

Date: _____ Time: _____

C. Boarding Bus (Return Trip)

- ◯ All children accounted for
- ◯ Head count completed
- ◯ Excursion site checked – no child left behind

Completed by: _____

Signature: _____

Date: _____ **Time:** _____

D. Arrival at Service (Return)

- ◯ All children accounted for
- ◯ Head count completed
- ◯ Bus interior checked (empty)

Completed by: _____

Signature: _____

Date: _____ **Time:** _____

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4. Final Arrival at Service

☐ All children accounted for

☐ Head count completed

☐ Children safely transitioned into service

Addition Space for Attendance Tracking if required in printed version

Child Name	Board Bus (Service)	Disembark (Destination)	Board bus (Return)	Disembark (Service)	Confirmed Returned to Service

ATTACHMENT 5: EXCURSIONAUTHORISATION FORM

Early Years Service:

_____

EXCURSION DETAILS

I **give / do not give** permission for my child (full name):

_____

to attend an excursion to (destination name, address, and location details): _____

_____

Date: _____

Departure time from the service: _____

Return time to the service: _____

Transport: _____

Route: _____

Approximate travel time to the destination: _____

Cost: _____

Anticipated child-to-staff ratio: _____

Anticipated number of children attending: _____

Number of volunteers / parent helpers required: __

Anticipated number of staff attending: _____

Reason for the excursion / planned activities: _____

CHILD AND HEALTH INFORMATION

My child has the following medical condition, illness, or other relevant health need:

_____

My child requires the following medication to manage this condition, illness, or health need:

_____

EMERGENCY AND MEDICAL AUTHORISATION

Any medical attention will be arranged as necessary.

In an emergency, if I cannot be contacted, I authorise staff attending the excursion to seek medical treatment, including ambulance transport, for _____ (child's name).

Name and phone number of your child's doctor or medical service:

Doctor's name: _____ Medical practice: _____ Phone: _____

Parent / guardian emergency contact numbers:

Parent / guardian 1 name: _____ Phone: _____

Parent / guardian 2 name: _____ Phone: _____

If I cannot be contacted in an emergency, please contact:

Contact 1 Name:_____Number: _____

Contact 2 Name_____ Number: _____

PARENT / GUARDIAN AUTHORISATION

Parent / guardian signature: _____

Parent / guardian name (print): _____ Date: _____

PARENT HELPER

Would you like to be a parent helper? I **will / will not** be available to help supervise.

Any parent or guardian who would like to attend the excursion must contact the service to discuss the requirements for becoming a volunteer. All volunteers must provide a current Working with Children Check card before the excursion and complete the induction process and Volunteer / Student Pack. Volunteers must follow the EEYS Participation of Volunteers and Students Policy and will work under the direct supervision of a qualified staff member while helping supervise and care for children on the excursion.

Please note: *A risk excursion management plan has been completed for this excursion. This can be viewed at the Early Years Service, along with our transport and excursion policies and procedures.*

Children and adults travelling on a bus must follow the relevant safety requirements for seatbelts and child restraints.

Siblings are not permitted to attend the excursion.

ATTACHMENT 6: REGULAR OUTINGS AUTHORISATION FORM

Early Years Service:

_____

REGULAR OUTINGS DETAILS

I **give / do not give** permission for my child (full name):

_____

to attend an ongoing excursion to (destination name, address, and location details): _____

_____

Date/s: _____

Departure time from the service: _____

Return time to the service: _____

Transport: _____

Route: _____

Approximate travel time to the destination: _____

Cost: _____

Anticipated child-to-staff ratio: _____

Anticipated number of children attending: _____

Number of volunteers / parent helpers required: __

Anticipated number of staff attending: _____

Reason for the excursion / planned activities: _____

Regular outings may be cancelled, postponed, or modified due to adverse weather, staffing shortages, or other identified safety risks.

Families will be notified of any cancellation via ***[insert services method of communication -email or SMS]*** no later than ***[insert time, e.g., one hour before departure time].***

If an outing is cancelled your child will remain safely at the service and participate in a supervised indoor educational program.

In the event that weather suddenly deteriorates during an outing or there are sudden risks identified, educators will follow safety protocols and may return to the premises early for the children's safety

CHILD AND HEALTH INFORMATION

My child has the following medical condition, illness, or other relevant health need:

_____

My child requires the following medication to manage this condition, illness, or health need:

_____

EMERGENCY AND MEDICAL AUTHORISATION

Any medical attention will be arranged as necessary.

In an emergency, if I cannot be contacted, I authorise staff attending the excursion to seek medical treatment, including ambulance transport, for _____ (child's name).

Name and phone number of your child's doctor or medical service:

Doctor's name: _____ Medical practice: _____ Phone: _____

Parent / guardian emergency contact numbers:

Parent / guardian 1 name: _____ Phone: _____

Parent / guardian 2 name: _____ Phone: _____

If I cannot be contacted in an emergency, please contact:

Contact 1 Name:_____Number: _____
Contact 2 Name_____ Number: _____

PARENT / GUARDIAN AUTHORISATION

This regular outing permission must be reviewed and re-authorised annually and is valid only for the calendar year in which it is signed. If any details of the excursion change, or if new safety risks are identified, we will update our risk assessment and contact you to obtain new written permission before the next outing.

Parent / guardian signature: _____

Parent / guardian name (print): _____ Date: _____

PARENT HELPER

Would you like to be a parent helper? I **will / will not** be available to help supervise.

Any parent or guardian who would like to attend the excursion must contact the service to discuss the requirements for becoming a volunteer. All volunteers must provide a current Working with Children Check card before the excursion and complete the induction process, required training and the Volunteer / Student Pack. Volunteers must follow the EEYS Participation of Volunteers and Students Policy and will work under the direct supervision of a qualified staff member while helping supervise and care for children on the excursion.

Please note: *A risk excursion management plan has been completed for this excursion. This can be viewed at the Early Years Service, along with our transport and excursion policies and procedures. Children and adults travelling on a bus must follow the relevant safety requirements for seatbelts and child restraints.*

Siblings are not permitted to attend the excursion.

ATTACHMENT 7: EXCURSION, REGULAR OUTING AND SERVICE EVENT CHECKLIST

Excursions and Regular Outings

*Please ensure all staff have read and are familiar with **attachment 2** and do not only use this attachment when planning and carrying out an excursion.*

Educational Planning

☐ The excursion/outing supports the educational program and children's learning and development.

☐ Children's ages, abilities, interests, additional needs and wellbeing have been considered.

☐ The excursion/outing promotes inclusion and participation for all children where possible.

Risk Assessment and Approval

☐ A risk assessment has been completed at least 4 weeks prior (two risk assessment are required if children are being transported via bus)

☐ The risk assessment has been approved by the Educational Leader.

☐ Additional educators or support staff have been arranged where required.

Parent/Guardian Authorisation

☐ Families have been informed 2 weeks prior of the excursion details. (After Risk Assessment has been approved)

☐ Written parent/guardian authorisation has been obtained for each child participating.

☐ Arrangements have been made for children who do not have authorisation to participate.

Documentation and Preparation

☐ Emergency contact details are accessible and ready to take on excursion.

- Child contact details located on parent/ guardian excursion authorisation forms.

-Student and Volunteer contact details are found in the completed "Volunteer and Student Pack'

-staff contact details are located I the emergency bag (ensure they are up to date)

☐ A notice has been displayed on the door

☐ Medical management plans, risk minimisation and communication plans, medication authorisations and medication are available and current.

☐ First aid kit has been checked and packed.

☐ Attendance records/ Bus collection information form / headcount procedures are prepared.

☐ Mobile phone/contact device is available and charged.

☐ All educators, volunteers and students have reviewed the risk assessment and supervision

plan.

☐ Children have been prepared for the excursion and safety expectations discussed.

☐ all volunteer and students have competed all documentation, training and induction processes and requirements,

☐ Volunteer and students WWCC details have been verified through appropriate online systems and copies obtained for excursion documentation.

Transportation (if applicable)

☐ Transport arrangements comply with service procedures and regulations.

☐ Seatbelts/restraints are available and used where required.

☐ Procedures for embarking and disembarking children are in place. (have filled in the Bus collection Information List – excursions)

☐ Head counts are conducted during all transitions.

On the Day

☐ Only children with written authorisation participate on excursion.

☐ Ensure all items required are packed in the emergency bag and are taken with staff to all aspects of the excursion (do not leave on bus) ** see attachment 2 for a list of items needed to be brought on the excursion*

☐ A notice must be displayed at the service indicating excursion details (time and place), expected return time, and contact information.

☐ A record of all attending children, staff, students and volunteers must remain at the service and be provided to management or the service coordinator prior to departure. If there is no one at the at the service email it to your coordinator (Stawell or Hindmarsh) and emerge office (Horsham).

☐ the service coordinator must be notified when the group departs and returns

☐ Required educator-to-child ratios are maintained at all times.

☐ Active supervision is maintained throughout the excursion/outing.

☐ Risk management strategies are followed.

☐ Any incidents, hazards or unexpected changes are communicated to management.

☐ Head counts are conducted regularly. Educators to account for every child every time they exit/ enter a new building / on and off bus (use attendance sheets and Bus Collection Information sheets)

☐ Follow all Excursion, regular outings and service events procedures

☐ any delays, incidents, or changes to the excursion plan must be communicated to management immediately so that families can be contacted.

☐ bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and appropriately supervised.

☐ Staff, Students and Volunteers to follow the "Safe use of digital technologies and Online environment" around the use of personal devices.

Regular/Ongoing Excursions (as per regular excursion procedures)

☐ A risk assessment for the regular outing has been completed, reviewed and approved.

☐ Families have provided written authorisation for the regular outing. This written authorisation must be re-authorised annually and is valid for the calendar year in which it is signed.

☐ The risk assessment is reviewed regularly (reviewed and re-authorised annually and is valid only for the calendar year in which it is signed) and whenever circumstances change

☐ Staffing and supervision arrangements remain appropriate for each outing.

☐ if the regular outing must be cancelled families are communicated with via the services procedures (outlined in permission authorisation form)

Incursions / Service Events

Planning and Risk Management

☐ The incursion/service event supports the educational program.

☐ The activity is appropriate for children's ages, abilities and individual needs.

☐ Risks minimisation plan has been completed and sent for approval (at least 4 weeks prior)

☐ Management approval has been obtained from the Educational Leader for the incursion/ service event to proceed.

☐ Parents have been notified of the upcoming incursion/ service event (after risk assessment is approved)

□if required Parent Authorisation forms have been completed

☐ all volunteer and students have competed all documentation, training and induction processes and requirements,

☐ Volunteer and students WWCC details have been verified through appropriate online systems and copies obtained for excursion documentation.

□A display notification has been displayed on the door a week prior

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External Providers and Visitors

☐ WWCC details have been obtained and verified where required.

☐ External providers have supplied relevant safety/risk documentation where applicable.

☐ Educators understand supervision responsibilities during the activity.

☐ Visitors and volunteers will not be left alone with children.

Family Communication

☐ Families have been informed of the incursion/service event details.

☐ Families have been informed of any special requirements (e.g. clothing, allergies, cultural considerations).

☐ Families have access to read the Risk assessment

□ Families have signed a parent/ guardian authorisation if required.

On the Day

☐ Educators actively supervise children throughout the activity.

☐ Medical needs, allergies and additional needs are supported.

☐ Safety procedures and risk controls are followed.

☐ Any incidents or hazards are reported in accordance with service procedure