



Excursion Policy

Policy Number: 16

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Rationale and Policy Considerations

Conducting excursions or inviting visitors to the service can build valuable links between the service and the community, particularly when these are more than one-off experiences. Linking excursions and visits to other experiences for children reinforces children's learning outcomes and strengthens their connections with and understanding of their community.

The Education and Care Services National Law (WA) Act 2012 requires that approved provider/educator/coordinators take reasonable care to protect children from foreseeable risk of harm, injury and illness. Extra diligence is required by educators to ensure children are closely supervised during excursions. The regulations require that services conduct a risk assessment for each excursion undertaken by the service.

Traffic related injuries remain one of the leading preventable causes of death or serious injury for young children. The most critical times of the day for road safety in education and care services occur during children's arrival and departure times. The service will promote road safety in discussions with families and children. Excursions provide young children with the opportunity to practice walking safely with adults in real traffic environments.

Most relevant policies and procedures

- Partnerships and Communication with Families
- Sun Protection
- Supervision
- Accidents, Emergencies and First Aid
- Educational Programs
- Enrolment and Orientation
- The acceptance and refusal of authorisations

Scope

This policy is written for children, families, educators and visitors of Lifestreamers Early Learning

Policy Statement

Excursions are considered to be an integral part of the children's program and will be arranged accordingly to provide a broad range of learning experiences, including opportunities for children to strengthen their connections with and understanding of their community.

Educators will closely supervise children whilst they are on excursions or out of the service for any other reason, as the potential for harm is greater outside of the safety of the education and care environment. The service will conduct a risk assessment before taking children on an excursion. Permission for children to attend will be sought from a parent/guardian or other authorised person for all excursions, in compliance with the Education and Care Services National Regulations 2012.

The service is committed to ensuring children are carefully supervised to protect their wellbeing and safety during any excursion.

Policy Principles

Excursions

- On excursions from the service, children will always be in the charge of a responsible educator. The Lead Educator or ECT will be in charge for each outing.

- The educator to child ratios will be maintained in accordance with the Education and Care Services National Regulations. Additional responsible adults may accompany children on an excursion. In determining the required adult-to-child ratio for each outing the following will be considered:
 - the age and abilities of the children;
 - the destination and length of the excursion;
 - the methods of transport;
 - the previous experience of accompanying adults;
 - the type of activities.
- The educator will complete an excursion plan which includes a risk assessment for each excursion that will identify and assess risks that the excursion may pose to the health and safety or wellbeing of any child and will specify how identified risks will be managed and minimised. The assessment will consider:
 - the proposed route and destination;
 - mode of transport to and from the destination;
 - proposed times of departure and return;
 - process for entering and exiting the centre;
 - procedures for how each child will be accounted for on departure and arrival;
 - the number of adults and children involved;
 - the educator to child ratio required under regulations;
 - an assessment on whether additional responsible adults are required to provide appropriate supervision; and whether any adults with specialised skills are required.
 - any water hazards;
 - the proposed activities;
 - items that should be taken on the excursion i.e. mobile phone; emergency contact list, portable first aid kit etc.;
 - contingencies for possible changes in weather and temperature;
 - sufficient shaded areas for protection from the sun;
 - safety measures and emergency plans;
- The emergency plan will identify who will deal with the emergency; who will supervise the remaining children; how parents will be contacted; and how children will be returned to the service in the event of an emergency.
- All excursions will require a signed permission form from an authorised person. The authorisation will contain;
 - The child's name
 - The reason for the excursion
 - The date for the excursion
 - Description of proposed destination
 - Proposed activities while on excursion
 - The time the child will be away from the premises
 - Anticipated number of children attending the excursion
 - The anticipated ratio of educators to children attending the excursion
 - The anticipated number of educators, adults and volunteers who will assist in supervision of children
 - A risk assessment prepared and available to families
- Children who do not have a signed form, an email or post on Xplor, giving permission, will remain at the centre on excursion days. At no time can we take children out of the centre without signed permission slips.
- Children may be taken on regular outings within the Lifestreams community. These outings may include a walk on the property, or a trip to nominated destinations on the campus that the service regularly visits as part of its education program. The parent/guardian or other authorised person's authorisation for this type of outing is only required once in every 12-month period, provided that the circumstances relevant to the risk assessment are the same in each outing. The authorisation is included in the enrolment forms; Families will receive a description of when the child will go on the outings.
- On walking outings educators will talk to children about traffic and road safety including:

- what they are doing when they cross the road;
 - why they've stopped at the kerb;
 - what they're looking for when crossing the road;
 - what sounds they're listening for when crossing the road;
 - when it is safe to cross;
 - why they must keep checking until they're safely on the other side.
- The educator in charge of the excursion will have a list of the children on the excursion along with emergency contact details. If it is necessary for an Educator to use a personal cell phone during outings with children, it must be only used for emergency contact with Lifestreamers Early Learning, Emergency Services 000, the children's parents/ guardians/ caregivers or for photos.
- Personal devices will not be used to take photos, videos, or audio of the children whilst in the care of the service, without a Personal Electronic Device Authorisation Form being completed.
- The educator in charge of the excursion will have a mobile telephone, which is turned on, and on which he/she may be always contacted during the excursion.
- Guidelines for each excursion will ensure all adults attending the excursion are advised of their responsibilities which will include:
 - advising the educator in charge of the excursion immediately of any incident, emergency or identified risk;
 - remaining calm in the event of an emergency and signaling for immediate assistance;
 - the name of the person who will have charge of the First Aid Kit during the excursion, and which educators are qualified to administer first aid;
 - ensuring the children they are assigned to, always stay with them;
 - making regular head-counts of the children they are supervising to account for children at all times.
- Adult volunteers may be used to augment adult to child ratios on outings. Family members may be invited to assist in this regard.
- Adult volunteers should be in possession of a Working with Children Check or be able to produce a form confirming their application for one.
- A fully equipped and properly maintained First Aid Kit will be taken on all excursions from the premises.
- All excursions are non-compulsory. Should families wish for their child to remain behind, prior warning will need to be given so an educator can be organised to stay with your child.
- Parents/guardians are requested not to send their child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.
- Educators will strictly follow the services excursion guidelines.
- An excursion checklist will be completed before the excursion; a reflection will be completed after each excursion.
- A record of each excursion will be retained for a minimum of 3 months

Water Safety

- Where children are taken on an excursion that is close to a body of water additional adult supervision will be organised to ensure children's safety. Direct and constant supervision is always required children are in or near water. Educators/educators will have constant visual contact and be near all children at all times.
- Wading or paddling pools will only be used under the direct supervision of an educator. When not in use this equipment will be emptied and stored in such a manner that it cannot collect water. Wading and paddling pools must be of a size that can be emptied by one person.

Motor Vehicle Transport

- Lifestreamers Early Learning does not participate in excursions that require transport in vehicles due to the increased risks associated with them.

Public Transport

- Journeys by public transport will be carefully planned, and the transport authority advised (if required under State law) of the proposed journey, including numbers of children and supervising adults, ahead of time, so that appropriate additional educators and/or bookings can be arranged, to ensure children's safety and comfort during the journey.
- Children will be given clear guidelines on expected behaviour during the journey, including the need to stay in their group and follow the instructions of their group supervisor at all times.
- Each supervising adult will be given responsibility for a group of children during the journey and will sit with and supervise that group for the duration of the journey, including walking to and from the vehicle.

Related Legislation and Documents

- Education and Care Services National Law (WA) Act 2012.
- Education and Care Services National Regulations 2012.
- Federal and State Occupational Safety & Health Legislation (Check your State or Territory legislation)
- State and Territory Road Traffic and Transport Licensing legislation (including child car restraint laws)

Document History

Version	Date updated
Excursion and Transport Policy	24/4/14
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