

Excursions (includes Incursion and Extra-Curricular activities):

POLICY STATEMENT:

Grays Point Activity Centre (GPAC) will plan excursions to extend the educational programming at the Service. Excursions are designed to allow children to explore their physical and social environment, including their local and wider community, away from the Services Premises (“My Time, Our Place” Outcome 2.1).

Parental permission will be sought for all excursions, and each excursion will be carefully planned and the potential risks assessed. When planning excursions, Educators will take into consideration experiences that encourage children to investigate ideas, solve problems and use complex concepts and thinking, reasoning and hypothesising and to transfer and adapt what they have learned from one context to another (“My Time, Our Place” Outcomes 4.2, 4.3).

Under the Education and Care Services National Regulations the Approved Provider must ensure Policies and procedures are in place for managing excursions (Reg. 168) and take reasonable steps to ensure Policies and procedures are followed.

Excursions/incursions/extra-curricular activities 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.

Excursion means an outing organised by an education and care service or family day care Educator, but does not include the following—

- (a) an outing organised by an education and care service provided on a school site if -
 - (i) the child or children leave the education and care service premises in the company of an Educator; and
 - (ii) the child or children do not leave the school site;
- (b) the mere provision of the same education and care services at different education and care service premises.

PURPOSE

To ensure that all excursions and incursions undertaken by GPAC are 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/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local and the wider community.

We are committed to complying with all relevant Regulations to support the planning, authorisation, supervision and risk management of all excursions and incursions. This includes ensuring the safe use of

digital technologies and online environments during excursions and incursions, in line with our policies to protect children's privacy, safety and wellbeing.



IMPLEMENTATION

Excursions and incursions will be conducted with the children's safety and wellbeing in mind at all times. We may regularly schedule incursions 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 for children. This Policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit our OSHC Service.

Children who are enrolled in our Service also may participate in extra-curricular activities that are organised separately from our OSHC. GPAC will support children to participate in extra-curricular activities located within School grounds.

DEFINITIONS

Excursion: means an outing organised by an education and care service Educator 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.

Extra-Curricular Activities: means an activity organised separately from the OSHC Service that children may attend during GPAC operating hours. Examples include music lessons, dance class, choir lessons.

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.

Incursion: 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 the Rural Fire Service, an Aboriginal Cultural awareness group, science or reptile show or a musical or drama performance. Some incursions may be offered free of charge whilst others may incur a participation cost.

PROCEDURES:

Planned excursions and incursions will take into account and consideration:

- Children's ages, abilities and interests.
- Ways to maximise the children's developmental experiences and opportunities to practice new skills whilst being creative, fun and exciting.
- Suitability of the venue in regards to safety.
- Clothing and equipment required.
- Travel arrangements and transportation.
- Cost to families.



- Time away from the OSHC Service.
- Availability of toilet and washing facilities.
- Access to safe drinking water.
- Adequate health and hygiene practices.
- Communication with parents and families.
- Risk Assessment documentation provided by the excursion venue.
- Safety and wellbeing of children whilst at the OSHC Service whilst participating in an incursion (identified in Risk Assessment).
- Communication between Educators participating in the excursion and the Service.
- adequate shade and sun protection.
- transitions between areas of the venue.
- water hazards.

EXCURSION/INCURSION RISK ASSESSMENT

The Approved Provider or Nominated Supervisor must conduct a Risk Assessment which reflects Regulation 101 before an authorisation is scheduled under Regulation 102 to determine the safety and appropriateness of the excursion/incursion. If the excursion involves transporting children, the Risk Assessment must adhere to **all** components of Regulations 101, 102, 102B, 102C.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL ENSURE:

- families are notified about the excursion using an *Excursion Permission* note and written authorisation must be provided by a parent or other person named in the child's enrolment record
- families are notified about any incursion and if permission is required for participation, an *Incursion Permission note* provided for parent or carer consent for their child to participate
- families have a right to view the Risk Assessment prior to the excursion/incursion upon request in which the Service must comply with ensuring all information is available
- 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
- an *Excursion/Incursion Risk Assessment* is developed prior to any excursion or incursion
- a Responsible Person (RP)/Excursion Coordinator is appointed to oversee the organisation of the excursion/incursion
- the Excursion Coordinator is aware of their role and responsibilities, including preparing for the excursion and completing all required documentation
- Risk Assessments, authorisation forms and supervision plans are completed by the Excursion Coordinator prior to the excursion, and that these documents are reviewed and approved before the excursion takes place
- staff are provided with ongoing training and information sharing to ensure they fulfil their roles effectively
- all Educators, student and volunteers participating in the excursion undertake regular head counts
- attendance checks are completed regularly, including prior to leaving the Service, embarking and disembarking from transport, upon arrival at the venue, transitioning between spaces whilst at the venue, leaving the venue, returning to the Service
- the Excursion Coordinator takes the Service mobile phone on the excursion, ensuring the mobile phone is charged and in working order



- child to Educator ratios are considered in high-risk situations, such as water hazards or busy roads/highways
- child safe standards are adhered to at all times
- all documentation and records relating to excursions are kept safe and secure for a period of 3 years after the date of the excursion
- the number of children attending the excursion does not exceed the Service's licensed capacity
- volunteers, students and other adults participating in the excursion are aware of their roles and responsibilities, including ensuring they are not left alone with children
- a review of practices is conducted following the excursion, including an assessment of areas for improvement.

a) Risk Management

A Risk Assessment (RA) must be prepared for each excursion. RAs will include:

- ✓ The proposed route and destination for the excursion;
- ✓ Any risks associated with water-based activities;
- ✓ The transport to and from the proposed destination for the excursion;
- ✓ The number of adults and children involved in the excursion;
- ✓ The number of children attending and how many Educators or other responsible adults will be required to ensure appropriate supervision. This number will be determined by taking into consideration the risks posed by the excursion and whether any adults with specialised skills are required along with the ratio of 1:8 when outside the Service and 1:5 when swimming.
- ✓ The items that should be taken on the excursion, for example, First Aid Kit, mobile phone and a list of emergency contact numbers.
- ✓ identify and assess possible risks that the excursion/incursion may pose to the health, safety and wellbeing of any child being taken on the excursion or participating in the incursion
- ✓ specify how the identified risks will be managed and minimised
- ✓ ensure Working with Children Checks are conducted for all adults visiting the Service on incursions
- ✓ ensure the visiting group/performance is covered by insurance
- ✓ consider the proposed route and destination for the excursion and identify any water hazards
- ✓ reflect on any risks associated with water-based activities
- ✓ consider the duration of the transportation
- ✓ consider any requirements for seatbelts or safety restraints under a law for our NSW jurisdiction
- ✓ 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
- ✓ consider the risks posed by the excursion/incursion, 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 strategies to ensure supervision is consistent at all times during the excursion-transitions, toileting, departure from the Service and conclusion of the excursion

Toilets – toilets outside the GPAC premise could present a risk for cleanliness, hygiene and the public using them. First preference is that if a male Educator is not in attendance on the excursion that the female staff look for an Accessible bathroom that can be inspected, viewable and used externally (on the outside of the building). If this is not possible an Educator is to check male toilet and block the public use whilst the children utilise it, or to share use with the public if able. Children to always be in pairs.

Weather – Some excursions/incursions may be weather dependant. The Committee or Responsible Person will make a decision on whether to amend the planned day and activities around the weather conditions or whether to cancel the day due to extreme predicted or changed weather conditions. This discretion may be able to be broadcast to attendees up to 24 hours prior, or may need to be called on the day due to circumstances.

b) Policies:

The Service's Health and Safety Policies will be taken into consideration and implemented on excursions where appropriate, such Policies as our Behaviour Guidance, Supervision of Children, Child Protection, Providing a Child Safe Environment, Risk Assessment, Safe Transportation , Incident, Injury, Illness and Trauma and Water Safety.

c) Permission/Authorisation:

- Families' permission must be obtained before any child is taken outside of the Service and specific permission is required for swimming. By signing the Excursion Permission Form, the family member is authorising their child to attend the activities stated.
- Excursions to locations visited on a regular basis such as local parks may be undertaken without prior notice if families of children in the group have given excursion permission. If an excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

If the excursion is a *regular excursion* or '*regular outing*' a Risk Assessment authorisation is only required to be carried out once in a 12 month period however must be regularly reviewed. If circumstances around the excursion change, a new Risk Assessment is required.

The *Excursion/Incursion Authorisation* form must state:

- the child's name
- the reason the child is to be taken outside the premises/transported
- 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 (unless the authorisation is for a regular outing)
- a description of the proposed pick-up location 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 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
- 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

Authorisation records for excursion/incursions must be kept for a period of 3 years after the excursion, as per Reg. 183.

d) Supervision:

- Children will be orientated to the risk elements and procedures prior to attending any excursion. This would include elements such as what to do if they become separated from the group, toilet procedures, talking to strangers etc.
- Children will be supervised at all times they are outside of the Service premises.
- Adequate numbers of Educators to effectively supervise the children must be rostered on for excursions. Numbers of Educators must take into consideration the ages and developmental stage of the children attending the excursion and be based on a Risk Assessment of the excursion.
- Head counts must be conducted regularly throughout the duration of the excursion.
- Children will carry identification on excursions that clearly states the name of the Service and the contact phone number.
- An Educator must inspect all public toilets before children use them. An Educator and at least one other child must accompany any child when using a public toilet.
- When walking the children, one Educator must lead the group, another to follow at the back, and the remaining Educators spaced along the group, walking on the road side of the footpath.
- When crossing a road, a pedestrian crossing must be used if possible. If there is no pedestrian crossing, the safest way to cross the road must be determined. One Educator must step out onto the road safely, and if necessary, stop traffic from both directions. The remaining Educators then lead children across the road.

At least one Educator or the Nominated Supervisor attending the excursion must hold current ACECQA approved First Aid qualification, CPR qualification, approved emergency Asthma management and approved anaphylaxis management training.

If children remain at the Service and are not participating in the excursion, that at least one Educator or the Nominated Supervisor at the Service holds 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/invited to participate in excursions when 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, Policy regarding photography for privacy and confidentiality and use of mobile phone
- are aware that smoking, vaping, drugs and alcohol are not permitted
- are aware of the need to wear appropriate clothing and footwear
- understand they are to follow the directions of the Excursion Coordinator as required
- alert the Excursion Coordinator or staff if they notice a child is missing or unaccounted for or appears unwell
- Working with Children Checks/clearances are verified for parent and volunteers prior to participating in excursions (best practice).

e) Information and Equipment

Information and equipment to be taken on excursions will include:

- A list of all children with relevant personal details and family contact phone numbers.
- A list of any special needs of children such as food allergies, health conditions, additional needs etc.
- A list of emergency procedures and contact numbers.
- A First Aid Kit.
- SPF 30+ broad-spectrum water sunscreen.
- Any medication for children attending the excursion.
- A fully charged mobile phone.
- Each child attending the excursion will have a GPAC wrist band stating the Services contact details.
- Other information/equipment noted on the Risk Assessments.
- Pollen Count Check is also monitored by the Responsible Person.

The Fire Danger Rating will be monitored on the The NSW Rural Fire Service website <https://www.rfs.nsw.gov.au/> by the RP and at any stage the RP can cancel the excursion if there is any risk or if there is a Catastrophic Fire Danger Rating.

f) Lost Child:

In the event that a child is lost during an excursion the well-being and safety of the other children in the group will be considered and at least one Educator will remain with the group.

- Inform other Educators in your group.
- Ask the children if they have seen the missing child recently.
- Conduct a head count.
- Check with the extra-curricular activity coordinator if they are aware of the missing child's location.
- Reassure any child who may be upset.

- Search the premises.
- Check the meeting points.
- Ask the venue staff to begin a search and make an announcement over a loudspeaker if possible.
- Once initial checks have been undertaken and if the lost child has not been found, the Excursion Coordinator/Responsible Person or another Educator will call the Police and the family.
- The Nominated Supervisor or Responsible Person will contact the parents/guardians.
- the Approved Provider must make a notification to the Regulatory Authority within 24 hours of a serious incident

g) Transporting children to/from an excursion:

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 the National Regulation 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.

- Children are only permitted to travel to an excursion on any form of transport with written permission from their families.
- If using public transport (such as bus, ferry, taxi, train, etc.) children must be effectively supervised at all times and never left unattended.
- In some circumstances where the site of the excursion is close to the Service, it will be appropriate for children and Educators to walk to the site.
- The decision to walk should be preceded by a Risk Assessment and the route should be determined consistent with the objective of ensuring the safety of Educators and children.

When using public or private transport it is important that each journey is risk assessed, for example, when travelling by bus:

- Ensure all bus operators hold appropriate licenses and insurance
- Ensure they provide correct facilities i.e. wheelchair access if applicable
- Know where toilet/emergency stops are located along the route
- Ensure adequate ratio/supervision
- Ensure children display appropriate behaviours

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 guidelines must be followed depending on the vehicle used. If the bus has seat belts, they must be worn at all times.

○ **Train**

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 disembarkment. All children should be seated at all times, with an Educator close by. All children should be seated in the one carriage if possible.

○ **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 fastened in the vehicle according to National Child Restraint Laws for Vehicles (below). The process for entering and exiting the Service premises safely must be considered at all times.

National child restraint laws for vehicles – see [NSW Government. Child Car Seats – Transport for NSW](#)

Insurance

Management must review their insurance Policy prior to the excursion/incursion to ensure liability is protected by the Service.

Refer to Safe Transportation Policy.

h) Water Safety:

- The Service recognises the risks posed by bodies of water. The Service will ensure that every precaution is taken so that children are able to enjoy water-based activities safely. Risk Assessments will be carried out for programmed water-based activities.
- Regulations do not specify a specific Educator to child ratio for activities where water is a feature. The number of Educators present is to be determined by a Risk Assessment of the proposed activity. Whilst the recommended excursion ratio of 1:8 is considered best practice and this may need to be adjusted should the water be risk assessed to pose a higher hazard such as unfenced water areas, areas where there will be a large group of children etc. A ratio of 1:5 is recommended for excursions where children are swimming.

Definition of a body of water:

- Swimming pools and /or water fun parks
- Wading pools
- Lakes
- Ponds
- The sea/ocean
- Creeks
- Dams
- Rivers
- Equipment used by the Service that could contain 5cm or more of water and would allow a child to submerge both nose and mouth at the same time.

STAFFING ARRANGEMENTS

The Approved Provider/Nominated Supervisor will ensure that:

- adequate supervision is provided for children and the Educator to child ratio for School age care is always maintained as per National Regulations
- consider:
 - 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
- additional Educators/staff are engaged to provide care and support to children with additional needs
- 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 First Aid qualification, approved emergency Asthma management and approved anaphylaxis management training
- Consideration for ratios include:
 - location of excursion
 - type of excursion
 - risk identified for excursion
 - the number, ages and abilities of children
 - individual needs of each child
 - how children are grouped whilst participating in the excursion

EXTRA-CURRICULAR ACTIVITIES

GPAC will support children to participate in extra-curricular activities that may be organised within School grounds during Service operating hours. Communication between families and the School or the extra-curricular activity organisation (e.g., third party music teacher/provider) is paramount to the support provided to children to participate in the activity. Families are to make arrangements between the extra-curricular organisation/coordinator regarding attendance for their child. Examples of extra-curricular activities include music lessons, dance classes, team sports, drama classes or chess club. Families are required to complete the *Extra-Curricular Authorisation Form* and are responsible for informing GPAC of any changes to attendance at extra-curricular activities.

Children attending extra-curricular activities will be signed out of the attendance record by GPAC Educators and signed back into GPAC upon return.

Children will not be able to participate in extra-curricular activities unless prior written authorisation for the child to leave the OSHC Service has been obtained by the family.

CONSIDERATIONS:

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
2.2	Safety	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.1	Supervision	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.2	Incident and emergency management	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.3, 6.2.3, 7.1.2		

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL 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
Sec.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 - Risk Management
101	Conduct of Risk Assessment for excursion – Risk Management
102 102B 102C 102D 102E 102F	Authorisation for excursion - Risk Management
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First Aid qualifications
151	
158	
160	
161	Authorisations to be kept in enrolment record
168	Policies and Procedures are required
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Other Service Policies/documentation	Other
- Health & Safety Policies - Code of Conduct Expectation Charter - Code of Conduct Policy - Risk Assessment Policy	- My Time, Our Place. - Family Handbook - Risk Assessments - Authorisation forms

- Child Protection - Providing a Child Safe Environment - Water Safety - Supervision of Children - Behaviour Guidance Policies - Management of Incident, Injury, Infectious Diseases, Illness & Trauma - Safe Transportation Policy - Interactions with Children Policy - Acceptance and Refusal of Authorisations Policy - Dealing with Medical Conditions and Medication Administration - Administration of First Aid Policy - Child Safety and Wellbeing Policy - Code of Conduct Policy - Delivery and Collection of Children - Emergency and Evacuation Policy - Management of Incident, Injury, Infectious Diseases, Illness & Trauma Policy - Safe Use of Digital Technologies and Online Environments	- Attendance Records - Health & Safety - Emergency Policies and Procedures - Enrolment documents
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SOURCE

Australian Children's Education & Care Quality Authority. (2025). [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*

ENDORSEMENT BY THE SERVICE:

Approval date: _____ November 2025 _____

Date for review: _____ April 2027 _____

JH KG 23rd October 2019

KG 3rd December 2019

KG 16th February 2021 in conjunction with Childcare Desktop TK Amended 1st September KG TK

Added weather discretion 25th March 2024

Revised 27th October 2025 removed the restraint laws paragraph and included a link

MANDATORY – Excursions

This Policy must comply with Regulations 100 –102 in regard to: - conducting Risk Assessments for the excursion in relation to identifying potential risks and how they will be managed and minimised - what will be included in a Risk Assessment - written authorisation for the child to attend the excursion.