

## EXCURSIONS

### 1. Policy statement

Weldon Children's Services prioritises child health and safety in all activities, including excursions and regular outings. Excursions are a valuable part of our educational program, helping children build connections with the community, develop a sense of belonging, and enhance their learning. They are planned based on children's interests and support their:

- sense of identity and wellbeing
- connection and contribution to the world
- growth as competent and involved learners

We ensure the safety, health, and wellbeing of children on excursions through risk assessments, obtaining family authorisations, and implementing risk minimisation strategies. Supervisory practices are evaluated and documented after each outing. Educators also teach children and families about safe transport and play practices. All excursions are conducted in line with our Excursions Policy to maintain a safe and enriching experience for every child.

### 2. Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for managing excursions and take reasonable steps to ensure policies and procedures are followed. The excursions policy and procedures include:

- a risk assessment before each excursion to identify any risks that might affect the safety, health, and wellbeing of children, as well as how the risks will be managed.
- conducting new risk assessments for regular outings annually, or as required should any factors change.
- obtaining authorisation from families or authorised nominees.

Excursions, regular outings and service events are planned to extend the educational program and further develop the current interests of children. The Early Years Learning Framework and My Time Our Place state 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 the excursion should be identified by educators providing information to parents on how the excursion or regular outing supports the educational program and contributes to the learning outcomes for children.

Excursions or regular outings should be planned, and consideration given to the:

- time away from the program
- availability of toilet and washing facilities
- access to safe drinking water
- adequate health and hygiene practices
- possible risk to children (identified in risk assessment)
- accessibility for all children

- transportation
- cost
- weather, including wet weather arrangements
- risk assessment documentation provided by the excursion venue
- teaching children safety procedures and responsibilities whilst on an excursion.

Excursions must be planned to be inclusive of all children, taking into account abilities, additional needs, medical conditions, and family capacity to cover any extra costs. Clear procedures and risk assessments are developed and communicated to parents beforehand, outlining identified risks and how they will be managed. Written authorisation from a parent or authorised nominee must be obtained before any child leaves the service premises.

### 3. Legislative requirements

Section/Regulation	Description
Education and Care Services National Law 2010 – Section 165	Requires providers to adequately supervise children at all times, including during excursions.
Education and Care Services National Law 2010 – Section 167	Requires the provider to ensure the health, safety, and wellbeing of children at the service and during excursions.
Education and Care Services National Law 2010 – Section 170	Nominated Supervisor must ensure compliance with regulatory requirements, including excursions.
Education and Care Services National Law 2010 – Section 171	Director’s responsibilities regarding service operations, including excursions.
Education and Care Services National Law 2010 – Section 172	Provides authority to make regulations about excursions and other service operations.
Education and Care Services National Law 2010 – Section 174	Requires a Responsible Person to be present at all times, including during excursions.
Education and Care Services National Regulations 2011 – Regulation 89	Staff record: maintaining staff attendance records, relevant for supervision during excursions.
Education and Care Services National Regulations 2011 – Regulation 90	Authorisation for educators and staff to administer medication, relevant during excursions.
Education and Care Services National Regulations 2011 – Regulation 99	Children leaving the premises: requires parent/guardian authorisation and risk assessment for excursions.
Education and Care Services National Regulations 2011 – Regulation 100	Written authorisation must be obtained from parent or authorised nominee for excursions.

Education and Care Services National Regulations 2011 – Regulation 102B	Excursion risk assessment: identify risks and mitigation strategies.
Education and Care Services National Regulations 2011 – Regulation 102C	Risk assessment must include supervision, hazards, and safe transport.
Education and Care Services National Regulations 2011 – Regulation 102D	Risk assessment must be documented and available for inspection.
Education and Care Services National Regulations 2011 – Regulation 102E	Record of children on excursion must be maintained.
Education and Care Services National Regulations 2011 – Regulation 122	Authorisations for excursions must be kept in the child’s enrolment record.
Education and Care Services National Regulations 2011 – Regulation 123	Attendance record requirements, including excursions.
Education and Care Services National Regulations 2011 – Regulation 136	Ensures policies and procedures are developed, implemented, and accessible.
Education and Care Services National Regulations 2011 – Regulation 168	Policies and procedures must be maintained, including excursions.
Work Health and Safety Act 2011 (NSW)	Ensures duty of care for children and staff, including hazard identification and mitigation during excursions.
Child Protection (Working with Children) Act 2012 (NSW)	All staff and volunteers involved in excursions must hold valid Working with Children Checks.
Children and Young Persons (Care and Protection) Act 1998 (NSW)	Governs child safety and welfare obligations, applicable to excursions.
Child Safe Standard 1	Strategies to embed an organisational culture of child safety.
Child Safe Standard 2	Child safety policies and procedures.
Child Safe Standard 3	Child safety training and supervision for staff and volunteers.
Child Safe Standard 4	Procedures for responding to allegations of child abuse.
Child Safe Standard 5	Strategies to prevent and respond to child abuse.
Child Safe Standard 7	Strategies to respond to child safety concerns.
Child Safe Standard 8	Strategies to empower children and encourage their participation.
Child Safe Standard 10	Continuous improvement in child safety culture and practices.

#### 4. Principles informed in this policy:

- The safety, health, and wellbeing of children is our highest priority. All experiences, including excursions and regular outings, are conducted to minimise and address identified risks.
- We take every reasonable precaution to protect children from harm and hazards likely to cause injury.
- Volunteers participating in excursions must hold a valid Working with Children Check. If indicated by the risk assessment, adults with specialised skills will also be present.
- Children’s connection with the world around them supports their sense of belonging. Our educational program includes excursions to help them explore and build connections with the local community.
- Clear roles and responsibilities ensure management, educators, and staff understand their duties regarding excursions and regular outings.
- Excursion planning is a collaborative process involving educators, families, and children.
- Educators and staff play a crucial role in supporting children’s wellbeing. They receive relevant, up-to-date training to ensure children’s health, safety, and wellbeing during excursions.
- Educators conduct risk assessments prior to excursions. Locations are assessed for clear sightlines and potential unsupervised interactions, with strategies for transport, activities, and toileting areas developed accordingly.
- Parent authorisations are obtained before each excursion.
- Families are notified of upcoming excursions and actively involved in decision-making. Open communication ensures families understand the benefits, safety measures, and accessibility of excursions.
- High levels of supervision are maintained, and educator-to-child ratios are met at all times. Roll calls and head counts are conducted regularly, especially when moving between environments.
- Educators empower children to be involved in decisions that affect them. Children are safer when they are taught that their voices are heard, listened to, and believed.
- Children’s opinions are sought with consideration of age, development, and communication abilities. Excursions are discussed with children, and their ideas for venues are taken into account.
- Good governance and quality management are prioritised. Excursion processes ensure children’s safety, keep families informed, and maintain authorisations and documentation in line with National Regulations.
- Weldon anticipates diverse circumstances, including the needs of Aboriginal and Torres Strait Islander children and children with disability. Excursions are inclusive, with alternative arrangements made for children not attending to maintain social inclusion.
- Planning for children with additional needs considers accessibility and meaningful engagement. Wherever possible, all children are supported to participate fully in excursions.

## 5. Key terms

Term	Meaning	Source
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ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	<a href="http://acecqa.gov.au">acecqa.gov.au</a>
Authorised person	A parent or family member of a child who is being educated and cared for by the service or the family day care educator, or their authorised nominee.	Guide to the NQF (Glossary)
Excursion	An outing organised by an education and care service, but does not include an outing organised by an education and care service provided on a school site if: (a) the 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.	National Law (Definitions)
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 the same on each outing.	National Law (Definitions)
Risk assessment	Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.	<a href="http://acecqa.gov.au/media/29421">acecqa.gov.au/media/29421</a>

## 6. Links to other policies

The following policies may be linked to this policy:

- Providing a child safe environment
- Dealing with medical conditions in children
- Incident, injury, trauma, and illness
- Emergency and evacuation
- Acceptance and refusal of authorisations
- Safe transportation of children
- Nutrition, food and beverages, dietary requirements
- Sun protection
- Delivery of children to, and collection from, the education and care service premises
- Water safety

- Sleep and rest for children

#### 7. Induction and ongoing training

- Induction and ongoing training will be implemented, focusing on this policy and related procedures.
- Information will be shared with relief/ casual and educator assistants on induction and as relevant to the environments that they are working in, their shift responsibilities and the children in their care.
- Procedures and clear expectations about conducting assessments are part of Nominated Supervisor/Responsible Person induction training, and regularly reviewed at staff meetings.

#### 8. Monitoring, evaluation, and review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Policy created:	January 2024	
Review Date	Assignee	Notes
January 2026	Lauren Roberts	Updated background. Updated Principles. Updated Legislative requirements.

## EXCURSION PROCEDURES GUIDELINES

### 1. Title

Excursion procedures

## 2. Reference to policy and philosophy

Refers to the Excursions policy. These procedures will also reflect the service philosophy, the Child Safe Standards and evidence-based quality practice guidelines.

## 3. Procedures

These procedures will be kept at all services.

Templates and documents that might be required and/or used as a part of the procedures include:

- child enrolment record
- incident, injury, trauma, and illness record
- medication record
- medical management plan
- embark transportation checklist
- disembark transportation checklist
- transportation risk assessment

Systems to monitor the implementation of the procedures include:

- accessibility - policies and procedures are readily available and accessible to staff as required.
- induction and training – staff are given adequate onboarding and ongoing support to ensure up-to-date knowledge and skills with a thorough understanding of responsibilities.
- quality assurance and governance - policies and procedures are regularly reviewed and maintained.
- monitor and audit compliance - implementation of policies and procedures is regularly monitored to ensure staff are following them correctly.
- reformative action - non-compliance with policies and procedures is promptly addressed.
- resourcing and support - adequate resources and time are allocated to enable staff to comply with policies and procedures.
- communication with families - parents will be made aware of the requirements of the policy and the importance of keeping medical management plans up to date.

## 4. Roles and Responsibilities

Roles	Responsibilities
<b>Approved Provider</b>	<ul style="list-style-type: none"> <li>• ensure the Excursions policy and procedures are in place.</li> <li>• ensure that obligations under the Education and Care Services National Law and National Regulations are met.</li> </ul>

	<ul style="list-style-type: none"> <li>• establish a strong organisational culture that puts child safety at the centre.</li> <li>• take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the Enrolment and orientation policy and procedures.</li> <li>• ensure that an enrolment record is kept for each child which contains all the information set out in regulation 160, as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation.</li> <li>• ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion.</li> <li>• ensure all children have written authorisation from families to leave the service on an excursion.</li> <li>• ensure educator to child ratios are maintained during the excursion and address the risks identified (if applicable).</li> <li>• ensure family members and volunteers attending the excursion are not left alone with any child or group of children.</li> <li>• take reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers follow the policy and procedure.</li> <li>• ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, and volunteers, and available for inspection.</li> <li>• notify families at least 10 business days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> <li>• affect the fees charged or the way they are collected or</li> <li>• significantly impact the service’s education and care of children.</li> <li>• significantly impacts the family’s ability to utilise the service.</li> </ul> </li> </ul>
<p><b>Nominated Supervisor/ Responsible Person</b></p>	<ul style="list-style-type: none"> <li>• implement the Excursions policy and procedures.</li> <li>• regularly communicate with the team about the service’s commitment and collective responsibility for child safety.</li> <li>• ensure that an enrolment record is kept for each child which includes up to date contact details for each parent.</li> <li>• support families’ involvement in the service and contribution to service decisions regarding the program.</li> <li>• conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families).</li> <li>• ensure a new risk assessment is completed when circumstances change for regular outings.</li> <li>• ensure all children attending the excursion have written authorisation from families to attend prior to the excursion.</li> <li>• ensure volunteers understand the details of the excursion, the expectations, and their supervision responsibilities.</li> <li>• verify that all the required equipment and/or items are taken on the excursion including: <ul style="list-style-type: none"> <li>• first aid kit.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• personal medication.</li> <li>• medical management plans.</li> <li>• mobile phone.</li> <li>• emergency contact lists.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>• engage in open, two-way communication with families and communities about the service’s child safety approach.</li> <li>• support families’ involvement in the service and contribution to service decisions regarding the program.</li> <li>• ensure the excursion is carried out in line with the Excursion policy and procedures.</li> <li>• ensure all children attending the excursion have written authorisation from families to attend prior to the excursion.</li> <li>• conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families).</li> <li>• ensure a new risk assessment is completed when circumstances change for regular outings.</li> <li>• ensure the required educator to child ratios are in place and children are supervised at all times.</li> <li>• undertake regular attendance checks to account for all children.</li> <li>• ensure family members and volunteers attending the excursion understand your expectations and are not left alone with any child or group of children.</li> <li>• ensure all children’s health and medical needs are taken on the excursion including: <ul style="list-style-type: none"> <li>• first aid kit.</li> <li>• personal medication.</li> <li>• medical managements plans.</li> </ul> </li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• be aware of the Excursions policy and procedures.</li> <li>• provide feedback on the organisation’s policies and practices.</li> <li>• provide emergency contact details on their child’s enrolment form and ensure this is kept up to date.</li> <li>• notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed.</li> <li>• sign the authorisation forms for their child to attend the excursion and ensure all information required is up to date.</li> <li>• provide written authorisation for their child to leave the service premises on regular outings.</li> <li>• be aware of all the information about the excursion – ask questions if needed.</li> <li>• if volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities.</li> <li>• ensure required medication for their child is in date and available to take on an excursion.</li> </ul>

## Procedures

Plans for before the excursion	
Legislation Quality Areas Child Safe Standards	<p><b>Act:</b></p> <p><b>Regs:</b> 89, 90, 99, 100, 101, 102, 168, 170, 171, 172</p> <p><b>QA:</b> 2, 3.2.1, 4.1, 5, 6, 7.1.2</p> <p><b>CSS:</b> 1, 2, 3, 4, 5, 7, 8, 10</p>
Steps	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Assess the requirements for the excursion</li> <li>• Conduct a risk assessment (regulation 100).</li> <li>• Complete an excursion plan outlining:               <ul style="list-style-type: none"> <li>• the venue/location.</li> <li>• transport options.</li> <li>• route.</li> <li>• objectives.</li> <li>• supervision requirements.</li> <li>• ratio, including the number of adults required.</li> <li>• transitions to and from transport.</li> <li>• specific needs of individual children.</li> <li>• appropriate storage of medications when off-site.</li> </ul> </li> <li>• Present the excursion plan and risk assessment to the Nominated Supervisor for approval.</li> <li>• Book transport and venues.</li> <li>• Make alternative arrangements for adverse weather conditions.</li> <li>• Inform families of the details of the excursion including the destination, route, objectives, and outcomes, and what the child should bring.</li> <li>• Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion (regulation 102).</li> <li>• Collect completed permission forms for each child attending the excursion.</li> <li>• Request additional adult participation on the excursion where required.</li> <li>• Arrange for a suitably equipped first aid kit (including EpiPen) and mobile phone to be taken on the excursion.</li> <li>• Educators must make alternate arrangements for any children who are not attending the excursion and ensure that any dialogue or pre-planning for the excursion does not alienate these children from social interactions and the program.</li> <li>• Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold</li> </ul>

	<p>the right for all children to access all excursions and engage in meaningful ways while on excursions.</p> <p><b>Risk assessment</b></p> <ul style="list-style-type: none"> <li>• Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health, and wellbeing of any child whilst on the excursion and specify how the service will manage any risks identified.</li> <li>• Appoint a responsible person to be in charge of the excursion.</li> <li>• This person will be in charge of:             <ul style="list-style-type: none"> <li>• keeping track of children, educators, volunteers.</li> <li>• guiding people where to go and what to do.</li> <li>• carry the attendance list of all children and others attending and the emergency contact lists for everyone attending.</li> <li>• complete regular head counts.</li> </ul> </li> <li>• The risk assessment conducted will consider:             <ul style="list-style-type: none"> <li>• destination and duration of the excursion.</li> <li>• potential water hazards or any hazard associated with water-based activities.</li> <li>• mode of transport to and from destination.</li> <li>• any requirements for seatbelts or safety restraints.</li> <li>• the process for entering and exiting the education and care service premises and destination.</li> <li>• procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.</li> <li>• number of educators, responsible persons, and children involved.</li> <li>• proposed activities.</li> <li>• items to be taken on the excursion e.g., mobile phone, emergency contact numbers.</li> </ul> </li> </ul> <p><b>Parent/guardian authorisation and communication</b></p> <ul style="list-style-type: none"> <li>• Once the excursion plan has been approved by the Nominated Supervisor, the educator responsible for the excursion will obtain parent written authorisation for each child attending the excursion.</li> <li>• Parents will be given an excursion permission form with full details of the excursion including (regulation 102):             <ul style="list-style-type: none"> <li>• date, description, duration, and destination of proposed excursion.</li> <li>• mode of transport to be used.</li> <li>• any requirements for seatbelts or safety restraints.</li> <li>• reason for the excursion, and proposed activities to be conducted on the excursion.</li> <li>• the anticipated adult: child ratio – outlining the number of educators and staff and other adults attending.</li> <li>• a statement that a risk assessment has been prepared and is available at the service for parents to view.</li> </ul> </li> <li>• No child will be taken on an excursion unless written permission from the parents has been received.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Parent written authorisation for regular outings is obtained every 12 months. However, when there is a change in circumstances relevant to the risk assessment for a regular outing, parent/guardian written authorisation must be re-obtained within the 12-month period. All parents will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.</li> <li>• Closer to/prior to the day of the excursion, remind parents of the excursion date, day, and departure/return times.</li> </ul> <p><b>Ratios and maximum number of children</b></p> <ul style="list-style-type: none"> <li>• The maximum number of children (approved places per day on service approval) cannot be exceeded during excursions.</li> <li>• If younger siblings or other children (not enrolled on the day of the excursion) attend, they must be under the care and supervision of their parent or authorised person. Siblings, other children and their parent or authorised person cannot be included in the excursion adult to child ratio.</li> <li>• Although the National Regulations do not specify a higher educator to child ratio for excursions, children must be adequately protected from harm and hazards, and supervised at all times. The adult to child ratio is determined after careful consideration of the hazards and risks outlined in excursion risk assessment.</li> </ul> <p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.</li> <li>• The venue/location will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.</li> </ul>
Strategies for monitoring	<ul style="list-style-type: none"> <li>• Make sure your policy and procedures are available for all to access.</li> <li>• Develop an excursion checklist of all tasks/items needed throughout the process and provide this to relevant staff and educators.</li> <li>• Ensure risk assessments are carried out and reviewed as required.</li> <li>• Regularly reflect on supervision plans and ratio checks.</li> <li>• Create an excursion run sheet and ensure each adult has a copy.</li> <li>• Ensure all educators, staff and volunteers understand each step of the procedures.</li> <li>• Undertake an excursion supervision induction for volunteers.</li> <li>• Ensure procedures are part of Nominated Supervisor and educator induction training and are regularly reviewed at staff meetings.</li> <li>• Ensure policies and procedures are regularly reviewed and maintained.</li> <li>• Nominated supervisors are to regularly monitor to ensure staff are implementing policies and procedures correctly.</li> <li>• Non-compliance with policies and procedures is promptly addressed.</li> <li>• Adequate resources and time will be allocated to enable staff to comply with policies and procedures.</li> <li>• Meeting agendas and minutes show child safety is a standing agenda item.</li> </ul>

	<ul style="list-style-type: none"> <li>• Nominated Supervisor is to regularly review educator and staff rosters to ensure first aid qualification requirements are being met.</li> <li>• When rostering, ensure educators and staff with first aid qualifications attend both the premises and on excursions and transportation.</li> <li>• Implement systems to identify when qualifications need to be updated or renewed.</li> </ul>
Related policies/procedures	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>• Governance and management</li> <li>• Acceptance and refusal of authorisations</li> <li>• Dealing with medical conditions in children</li> <li>• Dealing with infectious diseases</li> <li>• Excursions</li> <li>• Incident, injury, trauma, and illness</li> <li>• Delivery of children to, and collection from, education and care service premises</li> <li>• Safe transportation of children</li> </ul> <p><b>Procedures:</b></p> <ul style="list-style-type: none"> <li>• Enrolment procedures</li> <li>• Orientation procedures</li> <li>• General governance and management</li> <li>• Obtaining and keeping authorisations</li> <li>• Implementing authorisations</li> <li>• Plans for the child with a medical condition while in the service</li> <li>• Prevention and awareness of infectious illness</li> <li>• Preventing incident, injury, trauma, and illness</li> <li>• Delivery of children to, and collection from, the service</li> <li>• Transportation during excursions</li> <li>• Embarking and disembarking transportation</li> </ul>
Implemented by:	<p>Approved Provider</p> <p>Nominated Supervisor/Responsible Person</p> <p>Educator</p>
Created/ reviewed: January 2026	Review responsibility: Approved Provider

Plans for during the excursion	
Legislation	<b>Act:</b>
Quality Areas	<b>Regs:</b> 89, 90, 99, 100, 101, 102
Child Safe Standards	<b>QA:</b> 2, 3.2.1, 4.1, 5, 6, 7.1.2
	<b>CSS:</b> 1, 2, 3, 4, 5, 7, 8, 10

Steps	<p><b>During the excursion</b></p> <p>The educator/staff member in charge of the excursion will:</p> <ul style="list-style-type: none"> <li>• ensure that the excursion follows the Risk Management Plan.</li> <li>• ensure that only children whose parents have completed and returned the permission form and paid any fee required to participate in the excursion.</li> <li>• take an attendance list of those participating in the excursion, along with any medical management plans and medication permission forms, and medication on the excursion.</li> <li>• ensure that all volunteers assisting with supervision on the excursion are under the immediate supervision of an educator at all times</li> <li>• ensure all children are clearly identifiable with the name and contact details of the educator responsible for the excursion (e.g. labels with the service name and excursion responsible educator’s contact number).</li> <li>• ensure educators explain to children the limits and rules of the excursion including staying with an adult and holding hands, appropriate behaviour, sitting appropriately during transportation, and safety when crossing roads.</li> <li>• ensure educators are hyper-vigilant during the transportation of children. Particular care needs to be taken on departure and arrivals at each destination point and strategies in place for the account of children at each point (e.g. educator to confirm that bus has been cleared before exiting).</li> <li>• notify parents/guardians and the Nominated Supervisor immediately of any change, or delay to the proposed excursion if this occurs.</li> <li>• arrange for the Nominated Supervisor, or staff member at the service to notify parents if the excursion is late returning to the service.</li> <li>• ensure access to and appropriate storage of any food or beverages required for the duration of the excursion.</li> <li>• follow the excursion timeline and utilise the excursion checklist to ensure the excursion runs smoothly.</li> <li>• ensure a list of children who are attending the excursion will be left at the service premises.</li> <li>• ensure that before leaving on the excursion, a notice will be prominently displayed at the service which includes: <ul style="list-style-type: none"> <li>• itinerary and timetable.</li> <li>• mobile contact phone number.</li> </ul> </li> <li>• ensure all items are taken on excursions including: <ul style="list-style-type: none"> <li>• a suitable stocked first-aid kit including EpiPen.</li> <li>• a mobile phone.</li> </ul> </li> </ul>
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- children’s emergency contact numbers.
- children’s medication, if required.
- other items as required e.g. sunscreen, drinking cups, jackets etc.
- ensure educators on the excursion implement strategies to improve the children’s safety in high-risk situations such as excursions near water or near a road complying with the service’s Safe transportation of children policy and procedures.

**Families and Volunteers**

- Families will be encouraged to participate in excursions to assist in maintaining suitable ratios.
- If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- Family members and volunteers will not to be left in sole charge of children and must be supervised by an educator at all times.
- The name and contact details of all volunteers will be entered into the appropriate staff record for that day.
- All educators and parent volunteers attending will be informed of the excursion timetable, special requirements, safety procedures, grouping of children and their own responsibilities.

**Head counts**

- The educator responsible for the excursion will conduct head counts and/or attendance check:
  - prior to leaving the service.
  - as children embark on the transportation.
  - before and after disembarking the transportation.
  - at regular intervals throughout the duration of the excursion.
- All other educators and volunteers will be responsible for conducting head counts throughout the duration of the excursion of the group of children they are responsible for.
- In the event of a missing or unaccounted for child, the educator responsible for the excursion will implement the Missing or unaccounted for child procedure included within the Emergency evacuation plan, including rehearsals of processes noted in the policy and procedure and Safe arrival of children policy.

**Process for collection of children from the excursion venue/location**

Should a parent or authorised nominee wish to collect the child from the excursion venue/location, the educator responsible for the excursion will:

- ensure that only authorised persons can collect children.
- ensure that written authorisation is provided for temporarily authorised

	<p>persons and identification match these details before allowing children to leave.</p> <ul style="list-style-type: none"> <li>• assist and support families and authorised persons to sign out the child out on the attendance record taken on the excursion.</li> <li>• notify the Nominated Supervisor or an educator at the service to ensure the attendance record is adjusted to reflect the child has been collected.</li> <li>• ensure all other educators and volunteers on the excursion are aware the child has been collected by a parent or authorised nominee and left the excursion.</li> <li>• on return to the service the educator responsible for the excursion will ensure that the sign in and out records match the attendance record taken on the excursion.</li> </ul>
Strategies for monitoring and implementation	<ul style="list-style-type: none"> <li>• Make sure your policy and procedures are available for all to access.</li> <li>• Develop an excursion timeline, outline, or checklist.</li> <li>• Clearly defined roles and responsibility statements, e.g. assigning certain educators and staff to check first aid kits, ensure medication required by children attending is taken and stored appropriately, check protective equipment, supervision.</li> <li>• Ensure procedures are part of Nominated Supervisor and educator induction training and are regularly reviewed at staff meetings.</li> <li>• Ensure policies and procedures are regularly reviewed and maintained.</li> <li>• Nominated supervisors are to regularly monitor to ensure staff are implementing policies and procedures correctly.</li> <li>• Non-compliance with policies and procedures is promptly addressed.</li> <li>• Develop an excursion timeline, outline, or checklist.</li> <li>• Develop clearly defined roles and responsibility statements, e.g. assigning certain educators and staff to check first aid kits, ensure medication required by children attending is taken and stored appropriately, check protective equipment, supervision.</li> <li>• Adequate resources and time will be allocated to enable staff to comply with policies and procedures.</li> <li>• Meeting agendas and minutes show child safety is a standing agenda item.</li> </ul>
Related policies/ procedures	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>• Governance and management</li> <li>• Interactions with children</li> <li>• Acceptance and refusal of authorisations</li> <li>• Delivery of children to, and collection from, education and care service premises</li> <li>• Excursions</li> <li>• Dealing with medical conditions in children</li> <li>• Dealing with infectious diseases</li> <li>• Incident, injury, trauma, and illness</li> <li>• Emergency and evacuation</li> </ul>

	<ul style="list-style-type: none"> <li>• Dealing with complaints</li> <li>• Payment of service fees and provision of a statement of fees charged by the service.</li> </ul> <p><b>Procedures:</b></p> <ul style="list-style-type: none"> <li>• Enrolment record</li> <li>• Orientation procedures</li> </ul>
Implemented by:	<p>Approved Provider</p> <p>Nominated Supervisor/Responsible Person</p> <p>Educator</p>
Created/ reviewed: January 2026	Review responsibility: Approved Provider

Plans for after the excursion	
<p>Legislation</p> <p>Quality Areas</p> <p>Child Safe Standards</p>	<p><b>Act:</b></p> <p><b>Regs:</b> 99, 168, 170, 171, 172</p> <p><b>QA:</b> 1.1.2, 1.3.3, 4.1.2, 5.1, 6.1, 6.2, 7.1.2</p> <p><b>CSS:</b> 1, 3, 4, 10</p>
Steps	<p><b>On return to the service</b></p> <ul style="list-style-type: none"> <li>• The educator responsible for the excursion will conduct a head count and/or attendance check prior to disembarking from the transportation.</li> <li>• Once the children have disembarked, a further head count and attendance check will be conducted before the transportation can leave the premises.</li> <li>• Children will be walked into the service where they will be sat down for a further head count.</li> <li>• Children will then be encouraged to use the bathroom, wash their hands and have a snack if required.</li> <li>• Educators will conduct a discussion with the children about the event, reviewing the children's favourite moments and recapping the excursions.</li> <li>• Educators will use this as an opportunity to praise and acknowledge the children's behaviour.</li> </ul> <p><b>Following the excursion</b></p> <ul style="list-style-type: none"> <li>• The educators involved in the excursion will critically reflect upon the excursion, including reflecting on whether the learning objectives were met.</li> </ul>

	<ul style="list-style-type: none"> <li>• Educators will review any actions taken during the excursion, e.g. first aid given, if a medical professional was contacted, if a family member was contacted.</li> <li>• An evaluation will be completed by the educator responsible for the excursion and this will be documented on the excursion plan and risk assessment. Any additional risks identified will be added to the risk assessment for future reference.</li> <li>• Educators will ensure any consumables used during the excursion are replenished, e.g. excursion bag, first aid kits, hygiene equipment.</li> </ul>
Strategies for monitoring	<ul style="list-style-type: none"> <li>• Make sure your policy and procedures are available for all to access.</li> <li>• Ensure procedures are part of Nominated Supervisor and educator induction training and are regularly reviewed at staff meetings.</li> <li>• Ensure policies and procedures are regularly reviewed and maintained.</li> <li>• Nominated supervisors are to regularly monitor to ensure staff are implementing policies and procedures correctly.</li> <li>• Non-compliance with policies and procedures is promptly addressed.</li> <li>• Consider creating an Excursion Review template that reflects on the educational value and the health and safety issues that need to be noted for future excursions.</li> <li>• Develop systems to report items that need to be purchased to replenish consumables.</li> <li>• Adequate resources and time will be allocated to enable staff to comply with policies and procedures.</li> <li>• Meeting agendas and minutes show child safety is a standing agenda item.</li> </ul>
Related policies/ procedures	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>• Governance and management</li> <li>• Interactions with children</li> </ul> <p><b>Procedures:</b></p> <ul style="list-style-type: none"> <li>• Enrolment record</li> <li>• Enrolment procedure</li> </ul>
Implemented by:	<p>Approved Provider</p> <p>Nominated Supervisor/Responsible Person</p> <p>Educator</p>
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