EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | ELAA version 1.0

Working in partnership with Cancer Council Victoria, ELAA has aligned this policy to the key policies and guidelines of the Healthy Early Childhood Services Achievement Program

PURPOSE

This policy will provide guidelines for Alchester Village Pre School to plan and conduct safe and appropriate excursions, regular outings, and service events.

POLICY STATEMENT

VALUES

Alchester Village Pre School 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
- 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 Alchester Village Pre School, including during offsite excursions and activities.

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RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
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**	√	√	√	√
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**	√	√	√	√
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**	√	√	√	√
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**	√	√	√	√
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**	√	√		√
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**	√	√		
Ensuring that educator-to-child ratios are maintained at all times, including during excursions, regular outings and service events *(Regulations 123)*	**R**	√	√		
Ensuring that children are adequately supervised *(refer to Definitions)* at all times *(Regulation 122) (National Law: Section 165)*	**R**	√	√		√
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**	√	√		

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Ensuring that a risk assessment *(refer to Definitions)* is carried out for an excursion *(in accordance with Regulation 101)* before authorisation is sought from parents/guardians *(Regulation 100),* including suitability of venue	**R**	√	√		
Ensuring the risk assessment *(refer to Definitions)* identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by *Regulation 101*	**R**	√	√		
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**	√	√		
Ensuring a new risk assessment is completed when circumstances change for regular outings	**R**	√	√		
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**	√	√		
Ensuring a staff member or nominated supervisor is present at the service when children get on and off a vehicle. **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.	**R**	**R**	√		√
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**	√		√
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**	√		√
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**	√		√
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**			
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**	√	√		√

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Ensuring that staff comply with the service's *Road Safety Education and Safe Transport Policy*	**R**	√	√	√	√
Encouraging parents/guardians to comply with the service's *Road Safety Education and Safe Transport Policy*	**R**	√	√	√	√
Providing road safety education as part of the curriculum		√	√		
Where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness		√	√		
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)*		√	√		
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		√	√		
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		√	√		
Involving children in consultation and decision-making processes		√	√		√
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)*	√	√	√		
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**	√	√		
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**	√			
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**	√	√		
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, Diabetes Policy and Epilepsy and Seizures Policy)*	**R**	√	√	√	√
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**	√	√		√

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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	√	√	√		
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				√	√
If participating in an excursion, regular outing or service event, informing an educator immediately if a child appears to be missing from the group				√	√
Supervising and caring for siblings and other children in their care who are not enrolled in the program				√	
Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities *(Regulation 89)*	**R**	√	√		√
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, Diabetes Policy and Epilepsy and Seizures Policy) (Regulation 90)*	**R**	√	√	√	√
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**	√	√		
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**	√	√		√
Informing parents/guardians of items required by children for the excursion, adventure activities or service event e.g., snack/lunch, sunscreen, coat etc	√	√	√		
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,*

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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.

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.

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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)

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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. 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*: https://childroadsafety.org.au/assets/Research/National-Practices-for-EC-RSE.pdf

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
- Sun Protection
- Supervision of Children
- Water Safety

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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

AUTHORISATION

This policy was adopted by the approved provider of Alchester Village Pre School on 17/07/2025.

REVIEW DATE: 17/07/2028

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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.

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