

## Background

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While educators endeavour to plan for all contingencies, unanticipated events can put children at risk, therefore, making it more appropriate for children to undertake visits to venues such as museums and shows etc with their families.

Limited walking excursions may be possible however all requests are assessed for each individual Service.

Incursions enhance children's experiences by allowing them to explore and engage in meaningful ways with their communities, where organisations or community members visit the Service with the purpose of interacting with the children.

## Policy statement

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This policy sets out how the Service ensures excursions and incursions provide meaningful learning experiences for children while upholding their health, safety, and wellbeing at all times. This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose.

### Definition (effective 1 October 2020)

**Excursion:** means 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

**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 outing.

## Strategies and practices

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- The *Excursions and Incursions Policy* will be kept in the Services policy and procedures folder, accessible to families, educators, students, and volunteers.
- Services will not undertake any excursions to locations that require transportation.
- The location of a Service may allow for children to walk a short distance to a nearby place. Prior approval from Sunkids Management must be given and the existence of hazards (water, roads etc) will be considered. Limited walking excursions will be assessed for each individual Service.
- Incursions are provided at the Service to enhance the curriculum and children's learning opportunities.
- There are a range of activities that can be brought to the service, that can add to the learning opportunities provided to children. This will allow for educators to have greater control over the environment and to effectively risk manage the activity.

- All excursions and incursions are included in the program to provide children with opportunities to learn about their local community and further develop skills.
- For all approved 'walking excursions' - The Nominated Supervisor completes the Excursion Risk Management Plan. The purpose of the risk assessment is to identify, assess and manage and/or minimise any risks posed to the safety, health and wellbeing of any child being taken on the excursion. The risk assessment considers: -
  - The proposed route and destination
  - Any water hazards and/or risks associated with water-based activities
  - Transportation to and from the destination – method and duration
  - The process for entering and exiting the service and excursion destination
  - The number of adults and children involved
  - Given the risks associated with the excursion, the number of educators needed to provide adequate supervision, including the need for any adults with specialised skills
  - The management of the specific health needs or other needs for any child
  - The proposed activities
  - The proposed duration of the excursion
  - The items necessary for the excursion (e.g., mobile phone, first-aid kit, list of emergency contact numbers for children on the excursion)
- 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.
- Prior to any child being taken on an approved excursion, the Nominated Supervisor will ensure that the parent or authorised nominee has completed, signed, and returned the Excursion Form – Parent Authorisation to the Service. The Form contains: -
  - The child's full name
  - The reason the child is to be taken outside the premises
  - The date the child is to be taken on the excursion
  - A description of the proposed destination for the excursion
  - The proposed route to be taken
  - The method of transport to be used for the excursion and authority to transport the child
  - The proposed activities to be undertaken by the child during the excursion
  - The period the child will be away from the premises
  - The number of children likely to be attending the excursion

- The anticipated ratio of the number of educators to the 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
  - A statement that a risk assessment has been prepared and is available at the Service for parents to inspect
  - If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing
- If the excursion is a regular outing, the written authorisation is only required to be obtained once in a 12-month period, unless circumstances surrounding the regular outing change.
  - No child under any circumstance will be taken on an excursion without a completed and signed Excursion Form – Parent Authorisation.
  - The Nominated Supervisor will be responsible for the excursion once approved and is expected to attend. The Nominated Supervisor will ensure that the qualifications, training, and number of educators involved in the excursion meet regulatory requirements. The educator in charge of the approved excursion will also be responsible for developing an excursion-specific list of items required for the excursion.
  - Families are encouraged to participate in approved excursions. They are not included in ratios. If parents bring their child's sibling, the sibling is not included in ratios and the parent is responsible for the sibling.
  - Students and volunteers who attend approved excursions must hold blue cards and sign in the Visitors Book. Details to be provided in the book are the date, printed name, address and phone number, brief reason for visiting, time in and signature, and time out and signature. Students and volunteers are not included in ratios.
  - Students and volunteers are to always remain within sight and sound of an educator during the approved excursion and are never left alone at any time with a child.
  - Educators must make alternate arrangements at the Service for any children not attending the excursion and ensure that discussions about the excursions do not exclude the non-attendees.
  - No excursions will be conducted to a swimming pool or other water-based activities.
  - All educators, students, parents, and volunteers will be provided with sufficient information to ensure the health and safety of children e.g., itinerary, special requirements, safety procedures, grouping of children and responsibilities, mobile phone number of the educator in charge of the approved excursion.
  - All excursions are subject to the Service's Sun Protection Policy.
  - Every child will wear a wrist identification tag with the Service's name, address, and telephone number, and the mobile number of the educator in charge of the excursion. No child's name will appear on the wrist identification tag.
  - Contingency plans for events such as a medical emergency, accident or a lost child are carefully considered, and these plans are clearly communicated to all educators attending the excursion.

- All excursions continue to be subject to the Service's Tobacco, Drug and Alcohol-Free Environment Policy.
- The educator in charge of the approved excursion will complete an Excursion Evaluation Form, and any issues identified become a part of the considerations for any future excursions.
- An Incursion Risk Management Plan is completed for all incursions. Regular, ongoing incursions are risk assessed once prior to being held using the Incursion Risk Management Plan, all educators are informed of its details.
- Incursions require a staff member to be always present, the educator is encouraged to interact and offer support to the incursion co-ordinator. Incursions are managed similarly to approved excursions, and the educator in charge of the incursion will complete the Incursion Evaluation Form

## Additional safe practices for babies

- No additional practices required.

## Responsibilities of parents

- To complete the Excursion Form – Parent Authorisation accurately, with specific attention to the accuracy of the contact details.
- To carefully consider the contents of the Excursion Risk Management Plan and to comment if required.
- To ensure the child wears/brings (e.g., hat, suitable shoes, water) all items requested by the Service on the day of the excursion.
- To talk about the excursion with the child prior to the day e.g., road safety, remaining in view of adults.

## Roles and Responsibilities

Roles	Responsibilities
Approved Provider	<ul style="list-style-type: none"> <li>• Ensure that obligations under the Education and Care Services National Law and National Regulations are met.</li> <li>• Ensure that appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion or incursion</li> <li>• Ensure all children have appropriate authorisation from families to leave the service on an excursion.</li> <li>• Ensure educator to child ratios are maintained during the excursion or incursion and address the risks identified.</li> <li>• Ensure family members and volunteers attending the excursion or incursion are not left along 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 procedures.</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 14 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 or</li> <li>- Significantly impact the family's ability to utilise the service</li> </ul> </li> </ul>

# Excursions and Incursions

Nominated Supervisor/Responsible Person	<ul style="list-style-type: none"> <li>• Conduct a risk assessment for an excursion or incursion, ensuring any risks are managed, prior to obtaining written authorisation from families.</li> <li>• Ensure all children attending the excursion or incursion have written authorisation from families to attend prior to the excursion or incursion.</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 (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.)</li> </ul>
Educators	<ul style="list-style-type: none"> <li>• Ensure the excursion is carried out in line with the Excursion and Incursion policy and procedures.</li> <li>• Ensure all children attending the excursion or incursion have written authorisation from families to attend prior to the excursion or incursion.</li> <li>• Conduct a risk assessment for an excursion or incursion, 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 or incursion understand the 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 (first aid kit, personal medication, medical management plans, etc.)</li> </ul>
Families	<ul style="list-style-type: none"> <li>• Sign the authorisation forms for their child to attend the excursion or incursion 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 or incursion – ask questions if needed.</li> <li>• If volunteering on excursions or incursions, understand the details of the excursion or incursion 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>

## Procedure and forms

- Excursion Evaluation Form
- Excursion Form – Parent Authorisation
- Excursion Risk Management Plan
- Incursion Risk Management Plan
- Incursion Evaluation Form
- Supervision Guidelines
- Missing Child Procedure
- Acceptance and Refusal Procedure

## Links to other policies

- Acceptance and Refusal of Authorisations Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy
- Staffing Policy
- Students, Volunteers and Visitors Policy
- Sun Protection Policy

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- Tobacco, Drug and Alcohol-Free Environment Policy
- Water Safety Policy

## Links: Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	82	Tobacco, drug and alcohol-free environment
	89	First aid kits
	90	Medical conditions policy
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion
	123	Educator to child ratios – centre-based services
	136	First aid qualifications
	168	Education and care service must have policies and procedures
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies and procedures

QA	1.1.1	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators
	1.2.2	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback
	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	4.1.1	The organisation of educators across the service supports children's learning and development
	6.1.2	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
	7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

## Sources

- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard – Updated 2023
- Kidsafe – <https://kidsafe.com.au> accessed 23 June 2025
- Australian Children's Education and Care Quality Authority (ACECQA) – <https://www.acecqa.gov.au> accessed 23 June 2025
- Education and Care Services National Law Act 2010 (Amended 2023)

## Further reading and useful websites

- Care for Kids – Excursions: <https://www.careforkids.com.au/child-care-articles/article/488/excursions> accessed 23 June 2025
- ACECQA Excursions Policy Guidelines – <https://www.acecqa.gov.au/resources/policy-and-procedure-guidelines/excursions> accessed 23 June 2025

## Key Terms

Term	Meaning	Source
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.	
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 or family day care educator, 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 Regulations (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 Regulations (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="https://www.education.vic.gov.au/school/students/beyond/Pages/hazidentify.aspx">https://www.education.vic.gov.au/school/students/beyond/Pages/hazidentify.aspx</a>

## Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service’s commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Kaylene Harper	Updated to changed NQF requirements 1 February 2018.	January 2019
2	6 February 2019	Kaylene Harper	Reviewed policy. Accessed sources and further readings.	February 2020
3	29 January 2020	Kaylene Harper	Reviewed policy.	January 2021

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			Accessed sources and further readings.	
4	8 September 2020	Kaylene Harper	Reviewed policy. Amendments made to reflect new regulations for risk assessments for excursions and written authorisations for parents (effective 1 October 2020)	September 2021
5	21 October 2020	Kaylene Harper	Reviewed policy. Added key terms and roles and responsibilities in line with Queensland Government Policy and Procedure Guidelines	October 2021
6	9 September 2021	Kaylene Harper	Reviewed policy	September 2022
7	7 October 2022	Linda Hollard	Reviewed policy Accessed sources and additional information	October 2023
8	22 August 2023	Grace McKinstry	Reviewed Policy Accessed sources and further readings.	August 2024
9	1 July 2024	Tiffany Boeske	Reviewed policy Accessed sources	July 2025
10	23 June 2025	Gen Mahaki	Reviewed policy. Updated sources and links.	June 2026