

Background

By getting out and exploring children get to know different spaces in their local community and can experience the natural environment outside of their immediate world within Sunkids Brisbane Technology Park. Excursions and escorted journeys also give children time and space to move their bodies.

Sunkids Brisbane Technology Park will provide a variety of excursions to help assist the children's learning of the world and the development of needed skills. These experiences are not only a different environment for children to experience, but they also have some amazing learning benefits

The Early Years Learning Framework recommends excursions and incursions for children aged 1-5 years old to assist with the desired outcomes needed for a child to move into their formal years of school.

The overall outcomes are:

- A child should have a strong sense of identity.
- A child should be connected and contributing to the world.
- A child should have a strong sense of wellbeing.
- Children should be confident and involved learners.
- Be able to communicate effectively.

Children enrolled at Sunkids Brisbane Technology Park, will go on outings and excursions within the local community to broaden their knowledge of the world around them and how it functions. Excursions will be based on children's interests and needs and will support the learning outcomes listed above.

A risk assessment will be conducted, and risk management plan developed to safeguard children's health, safety, and wellbeing when on a regular outing or excursion.

Policy statement

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.

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.

Sunkids Brisbane Technology Park values and nurtures the uniqueness of each child; we will listen to children and include them in decision making.

Sunkids Brisbane Technology Park will respond to the specific needs of the children in our care, each child will be considered when evaluating the educational potential, assessing risk, and making decisions about excursions.

Sunkids Brisbane Technology Park recognises that children are both vulnerable and capable, children will be taught to care for their own and others' health, safety, and wellbeing while on regular outings and excursions.

Strategies and practices

- The *Excursions and Incursions Policy and Procedures* will be kept in the Services policy and procedures folder, accessible to families, educators, students, and volunteers.
- Planning for regular outings and excursions will be a collaborative process, involving Educators, children, families, the Nominated Supervisor and Sunkids Management.
- Regular outings and excursions will involve all children, including children with additional needs.
- Sunkids Brisbane Technology Park will not undertake any excursions to locations that require transportation other than walking.
- Non-ambient children will have access to the Services quad pram to ensure they are included within the excursions.
- The location of Sunkids Brisbane Technology Park allows for the children to walk a short distance to nearby parklands. Prior approval from Sunkids Management must be given and the existence of hazards (water, roads etc.) will be considered.
- Sunkids Brisbane Technology Park implements a Bush Kindy program, utilising the bushland space at the rear of the Centre to engage children in play and learning within the natural environment. A roster is developed to ensure all children are provided with adequate time each day within the natural environment and this is shared with families upon enrolment.
- The bushland space is within close proximity to the Pacific Motorway and could present high levels of noise due to passing traffic. The traffic noise has been assessed by 'AcousticsWorks'. The outcome of the assessment found that the rear portion of the site was impacted by traffic noise from the Pacific Motorway. It was deemed that occasional use of the area in short term increments would result in noise levels measuring slightly below those of the V1 Bikeway and are therefore at an appropriate level for active recreation to occur.
- These excursions are provided to enhance the curriculum and children's learning opportunities.
- By making these excursions a regular occurrence for the children, it allows for the educators to have greater control over the environment and to effectively risk manage the activities.
- 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 will be included in the program to provide children with opportunities to learn about their local community and further develop skills.

The Nominated Supervisor will:

- Ensure that an evaluation of the educational potential and relevance to children is completed for any excursion before permission from parents/guardians is sought.
- Ensure that a risk assessment is completed for any excursion or regular outing before permission from parents/guardians is sought. Each risk assessment undertaken by an Educator/s will identify and assess any real or potential risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion.
- Detailed strategies for eliminating, minimizing, and managing any real or potential risks will be included on the risk assessment report.

The subsequent risk management plan will guide the conduct of the excursion:

- Ensure that planning, evaluation, and risk assessment of regular outings is conducted annually, (this will include any emergency evacuation practice which requires children to be moved to evacuation points outside the licensed space).
- Ensure that planning, evaluation, and risk assessment of excursions is conducted whenever an excursion is proposed.
- Obtain written authorisation for an excursion from a parent or other person with authority before a child leaves the service. The authorisation will contain the information prescribed in the National Regulations 102 (4). "Lists the items (a) – (k) that must be included in a written authorisation for an excursion.
- Obtain written authorisation for each regular outing every 12 months as a minimum.
- Where concerns are raised about the participation of a child/ren in an excursion and the parents have authorised the child/ren's participation, refer to the Acceptance and Refusal of authorisation policy.
- Oversee or nominate the "Responsible Person" to be in charge of the excursion.
- Ensure the Nominated Supervisor of Sunkids Brisbane Technology Park, understands their regulatory, policy and duty of care responsibilities.

Educators and Employees will:

- Propose and plan excursion based on children's interests, needs and other curriculum considerations.
 - Recognise and respond to the increased complexities of keeping children safe, healthy, and engaged while on an excursion.
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Risk Assessment

The Nominated Supervisor will, or will ensure that the person proposing an excursion will:

- Where feasible visit the proposed excursion destination to gather information that will assist in the risk assessment and excursion planning. Where a visit is not feasible use other means (website, telephone, google maps, personal contact).
- Develop a risk management plan and conduct the excursion in accordance with that plan. This will include verifying the number of children at key points in the excursion.
- Review the risk assessment after each excursion with a view to improving Educator and Service knowledge about identifying and controlling risks.
- Undertake a risk assessment for each regular outing every 12 months as a minimum. Action prior to the excursion.
- Planning the proposed excursion will include discussion with children, families, Educators, the Nominated Supervisor and Sunkids Management.
- As part of walking excursions for Sunkids Brisbane Technology Park, the Nominated Supervisor will complete the Excursion Risk Assessment and Management Plan or for regular outings the Excursion Risk Assessment and Management Plan – Regular Outings. The purpose of the risk assessment and management plan 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 and management plan considers:
 - o the proposed route and destination.
 - o any water hazards and/or risks associated with water-based activities;
 - o the number of adults and children involved;
 - o 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;
 - o the management of the specific health needs or other needs for any child;
 - o the proposed activities;
 - o the proposed duration of the excursion; and,
 - o the items that should be taken on the excursion including a suitably stocked first aid kit appropriate to the planned excursion, suitable storage for any medication and food and beverages that may need to be taken on the excursion
- 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 and/or Regular Outing Form – Parent Authorisation to the Service. The Form contains:
 - o the child's full name;
 - o the reason the child is to be taken outside the premises;
 - o the date the child is to be taken on the excursion;
 - o a description of the proposed destination for the excursion;

- o the proposed activities to be undertaken by the child during the excursion;
 - o the period the child will be away from the premises;
 - o the number of children likely to be attending the excursion;
 - o the anticipated ratio of the number of educators to the number of children attending the excursion;
 - o the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and,
 - o a statement that a risk assessment has been prepared and is available at the Service for parents to inspect.
- No child will be taken on an excursion without a completed and signed Excursion Form – Parent Authorisation or Regular Outing Form – Parent Authorisation

The Nominated Supervisor, Sunkids Management and families and will consider:

- The relevance and suitability for the proposed excursion -how it supports children's:
 - o Sense of identity and wellbeing
 - o Connection and contribution to their local and wider community
 - o Growth as confident and involved learners
- 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 the 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.

Participation:

- Children enrolled at Sunkids Brisbane Technology Park, but not attending on the day of excursion, may participate in the excursion, subject to regulatory compliance.
- Educators will complete an excursion request form and submit it to the nominated supervisor, at least 4 weeks prior to the proposed excursion and before notifying parents.
- Educators in conjunction with Centre Manager will undertake risk assessments. Where possible this will include a preliminary site visit, where this is not possible other means/methods will be used to gather information about potential hazards, the availability of toilets, hand washing, drinking and shade facilities at the destination, mobile phone coverage and access for emergency services.
- The risk assessment will be the basis for the development of a risk management plan which will also consider any contingency arrangements that need to be made for unexpected events such as inclement weather, transport delay, etc.
- A copy of the Risk Management Plan will be provided to Sunkids Management prior to the excursion.
- If it is necessary to vary the session times of children attending the excursions or the working hours of educators or employees, the Centre Manager will provide written information to Sunkids Management, including how parents/guardians have been consulted.

- 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. Information regarding attending family members is obtained through each child's permission form and is kept on file at the Service.
- Students and volunteers who attend approved excursions must hold blue cards, and complete 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 remain within sight and sound of an educator at all times 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 medical emergency, accident or a lost child are carefully considered and these plans 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 present at all times, 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

- The cost of excursions will be covered in the daily fees, if there are additional costs for adults', parents/guardians, accompanying the children may incur these costs.

- To complete the Excursion Form – Parent Authorisation and/or Regular Outing 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/or the Excursion Risk Assessment and Management Plan – Regular Outings 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"> • Ensure that obligations under the Education and Care Services National Law and National Regulations are met • Ensure that appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion or incursion • Ensure all children have appropriate authorisation from families to leave the service on an excursion • Ensure educator to child ratios are maintained during the excursion or incursion and address the risks identified • Ensure family members and volunteers attending the excursion or incursion are not left along with any child or group of children • Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures • Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection • Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> - Affect the fees charged or the way they are collected or - Significantly impact the service's education and care of children or - Significantly impact the family's ability to utilise the service
Nominated Supervisor/Responsible Person	<ul style="list-style-type: none"> • Conduct a risk assessment for an excursion or incursion, ensuring any risks are managed, prior to obtaining written authorisation from families • Ensure all children attending the excursion or incursion have written authorisation from families to attend prior to the excursion or incursion • Ensure volunteers understand the details of the excursion, the expectations, and their supervision responsibilities • 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.)
Educators	<ul style="list-style-type: none"> • Ensure the excursion is carried out in line with the Excursion and Incursion policy and procedures • Ensure all children attending the excursion or incursion have written authorisation from families to attend prior to the excursion or incursion • Conduct a risk assessment for an excursion or incursion, ensuring any risks are managed, prior to obtaining written authorisation from families • Ensure a new risk assessment is completed when circumstances change for regular outings • Ensure the required educator to child ratios are in place and children are supervised at all times • Undertake regular attendance checks to account for all children • 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

	<ul style="list-style-type: none"> • Ensure all children's health and medical needs are taken on the excursion (first aid kit, personal medication, medical management plans, etc.)
Families	<ul style="list-style-type: none"> • Sign the authorisation forms for their child to attend the excursion or incursion and ensure all information required is up to date • Provide written authorisation for their child to leave the service premises on regular outings • Be aware of all the information about the excursion or incursion – ask questions if needed • If volunteering on excursions or incursions, understand the details of the excursion or incursion and the expectations and supervision responsibilities • Ensure required medication for their child is in date and available to take on an excursion

Procedure and forms

- Excursion Evaluation Form
- Excursion Form – Parent Authorisation
- Regular Outing Form – Parent Authorisation
- Excursion Risk Management Plan
- Excursion Risk Management Plan – Regular Outings
- 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, First Aid and Trauma Policy
- Medical Conditions Policy
- Staffing Policy
- Students, Volunteers and Visitors Policy
- Sun Protection Policy
- Tobacco, Drug and Alcohol Free Environment Policy
- Water Safety Policy

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

Regs	77	Health and hygiene
	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
	1.2.3	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world
	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
	5.1	Respectful and equitable relationships are developed and maintained with each child
	5.2	Each child is supported to build and maintain sensitive and responsive relationships
	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions
	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
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service
	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 (Current as of 2024)
- Guide to the National Quality Standard (2024 update, ACECQA)
- Kidsafe – <https://www.kidsafeqld.com.au/> (accessed 23 June 2025)
- ACECQA – <https://www.cecqa.gov.au/> (accessed 23 June 2025)
- Education and Care Services National Law Act 2010 (Amended 2023)
- AcousticWorks': Reference 2019308 LO4A 69 Brandl Street Eight Mile Plains 12 May 2021

Further reading and useful websites

- Early Childhood Australia. NQS PLP e-Newsletter. Community Engagement. <https://www.earlychildhoodaustralia.org.au>
- ACECQA Resources and Publications. <https://www.cecqa.gov.au/resources> (accessed 23 June 2025)
- Care for Kids: Excursions and learning opportunities. <https://www.careforkids.com.au/child-care-articles/article/49/excursions-enhance-childrens-learning> (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.	https://www.education.vic.gov.au/school/students/beyond/Pages/hazidentify.aspx

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	25 January 2021	Kaylene Harper	Developed policy. Accessed sources and further readings.	January 2022
2	15 February 2021	Kaylene Harper	Reviewed policy and adapted to include incursions.	February 2022
3	18 February 2021	Kaylene Harper	Policy Reviewed. Regular Outings amended.	February 2022
4	22 March 2021	Kaylene Harper	Policy Reviewed.	March 2022
5	9 April 2021	Kaylene Harper	Policy Reviewed.	April 2022
6	30 April 2021	Kaylene Harper	Policy Reviewed.	April 2022
7	12 May 2021	Kaylene Harper	Included information regarding acoustic report.	May 2022
8	10 May 2022	Tiffany Boeske	Policy reviewed	May 2023

9	14 May 2023	Tiffany Boeske	Policy reviewed	May 2024
10	16 May 2024	Tiffany Boeske	Policy reviewed	May 2025
11	23 June 2025	Gen Mahaki	Annual policy review aligned with current NQF; sources and further reading updated.	June 2026