

EXCURSION/INCURSION PROCEDURE

Excursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. As part of the planning process for an excursion, a thorough risk assessment must be conducted to identify and assess any possible risks that may pose to the safety, health and wellbeing of any child or adult whilst on the excursion. An important component of conducting the risk management process is consultation, which should include staff and where appropriate, external venue providers, parents and volunteers. Authorisation from the approved provider must be gained before an excursion or incursion can be implemented.

Working in conjunction with the *Excursions/Incursions Policy*, this procedure provides guidance for educators and management to ensure regulations and requirements are followed for all excursions planned for children, including ensuring a risk assessment is conducted prior to the excursion or incursion and authorisation from families is obtained prior to an excursion or incursion.

Education and Care Services National Law or Regulations (*R. 4(1), 84, 89, 97, 98, 99, 100, 101, 102, 123, 136, 168*)
NQS QA 2: Element 2.1, 2.2.1 and 2.2.2. Health and Safety practices and procedures.

Related Policy: *Excursions/Incursions Policy*

EXCURSION AND INCURSION PREPARATION		
The approved provider and nominated supervisor will:		
1	review the Service's <i>Excursions/ Incursions Policy</i> annually in collaboration with educators, staff, families and children	
2	collaborate with children, educators, and families to discuss possible excursions to extend and support the educational program	
3	check national law and regulations to ensure compliance when planning the excursion	
4	appoint an excursion coordinator to ensure all requirements are met prior to organising and conducting any off-site excursions	
5	ensure the excursion coordinator conducts a risk assessment in accordance with Regulation 101. The risk assessment must be approved by the approved provider or nominated supervisor prior to the excursion.	
6	ensure the excursion is consistent with the requirements of the insurance held by the Service	
7	ensure child safe standards are adhered to at all times	

8	ensure the safe use of digital technologies and online environments during excursions and incursions: • children will be supervised while using digital technologies or online environments • staff and educators are not to use personal electronic devices to take images or videos of children while on excursions or incursions • staff and educators will not be in possession of personal electronic devices while participating in an excursion or incursion • staff and educators will ensure Service issued electronic devices are secure and password protected at all times while participating on an excursion or incursion Staff, educators and volunteers participating in the excursion or incursion will adhere to the Services <i>Safe Use of Digital Technologies and Online Environment Policy</i> and procedure at all times, including when participating in an excursion or incursion	
The excursion coordinator will:		
9	identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion	
10	visit the venue before undertaking the excursion to ensure that it is safe and inclusive for all children	
11	create an excursion itinerary to ensure children's safety and wellbeing	
12	consider child to educator ratios when developing the excursion plan and risk assessment, including high-risk situations such as water hazards or roads/highways	
13	complete the <i>Excursion/Incursion Plan and Checklist</i> to ensure all items have been accounted for during planning of the excursion	

PLANNING OF EXCURSION/INCURSION		
1	Excursion proposal discussed with nominated supervisor and educators	
2	Nominated supervisor to appoint an Excursion Coordinator	
3	Excursion coordinator to complete: • <i>Excursion Checklist and Plan</i> • <i>Excursion Risk Assessment</i> • <i>Excursion Authorisation Form</i> If the excursion includes transport the additional forms will be completed: • <i>Driver Declaration</i> • <i>Emergency Transport Folder</i> • <i>Vehicle Safety Report</i>	
4	Approved provider to review associated excursion documentation and formally approve excursion	

5	Excursion coordinator to obtain parent/guardian authorisation for all children attending the excursion	
6	Nominated supervisor to identify alternative supervision requirements for children not participating in excursion if applicable	
7	Excursion conducted	
8	Excursion coordinator to review excursion, including any incidents that may have occurred. Nominated supervisor to update <i>Excursion/Incursion Policy</i> , <i>Excursion/Incursion Procedure</i> and associated risk assessment.	

EXCURSION/INCURSIONS RISK ASSESSMENT		
The approved provider, nominated supervisor and excursion coordinator will:		
1	Conduct a risk assessment for each excursion and incursion held (See <i>Excursion/Incursion Risk Assessment</i>) For regular outings, risk assessments must be conducted every 12 months or when circumstances for the excursion change such as route or destination, identified risks/hazards (water hazards)	
2	conduct a comprehensive risk assessment prior to authorisation sought from families for the excursion or incursion	
3	develop the risk assessment in consultation with educators, families and, where possible, children	
4	consider children with additional needs or medical conditions when planning the excursion/incursion and risk assessment	
5	ensure the risk assessment takes into consideration adequate supervision and how each child will be accounted for at all times	
6	review the risk assessment following any incident or circumstance where the health, safety or wellbeing of children may be compromised	
7	update the <i>Excursion/Incursions Policy</i> and procedure as soon as possible following the identification of a risk concerning a child's safety and wellbeing	
8	ensure the <i>Excursion and Incursions Risk Assessment</i> is stored safely and securely and kept for a period of 3 years as per the <i>Record Keeping and Retention Policy</i>	

SITE VISIT		
The excursion coordinator will:		
1	where possible, arrange for a pre-visit to the proposed excursion venue	
2	request the venue to provide their own risk-assessment to assist in completing the risk assessment for your Service	

3	for excursions involving water hazards, ensure the <i>Water Safety Policy</i> will be followed at all times	
4	ensure attention is provided, in regard to, access to food, drink, sun protection and other amenities, including restrooms, hand washing.	

RESOURCES AND RESPONSIBILITY

The excursion coordinator will:

1	ensure at least one educator who will be attending the excursion holds current approved first aid qualifications, including emergency life support and cardio pulmonary resuscitation training, approved emergency asthma and anaphylaxis management training	
2	obtain the signature and date of approval for the excursion from the approved provider before proceeding further	
3	communicate the excursion/incursion plan to staff, educators and volunteers providing information of each stage of the event and their role	
4	ensure all volunteers/parent helpers who are assisting with the excursion have provided valid Working with Children Checks which have been verified prior to the excursion	
5	advise families they can access details of the risk assessment prior to the excursion/incursion	
6	ensure regular attendance checks or head counts are conducted during each stage and transition of the excursion (See <i>Excursion/Incursion Plan and Checklist</i>)	

AUTHORISATIONS

The approved provider, nominated supervisor and excursion coordinator will:

1	ensure no child is permitted to partake on an excursion without written parent authorisation	
2	provide parents or authorised person with detailed information outlined in Regulation 102	
3	obtain authorisation from families of children invited to attend the excursion	
4	ensure written authorisation is obtained once in a 12-month period for regular outings or if there is a change in circumstances authorisation is updated	
5	advise families they can access details of the Risk Assessment prior to the excursion	
6	ensure the <i>Excursion/Incursion Authorisation</i> form is stored safely and securely and kept for a period of 3 years as per the <i>Record Keeping and Retention Policy</i>	

TRANSPORTATION

1	If the excursion involves any type of transportation, procedures for embarking and disembarking the vehicle used for transportation, including how each child is accounted for	
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	in this process, must be included. Further, any requirements of seat belts or safety restraints under a law of each jurisdiction in which the child is being transported must also be included.	
2	Pick up and drop off locations, the proposed route (map or image of the route can be used) and processes for entering and exiting the Service premises and pick up locations and destinations must also be considered in the risk assessment.	
3	Additional considerations may include: the age, ability, needs and skills of children involved in the excursion and the need for further educators to provide adequate supervision, extreme weather conditions, health needs of all children and adults, child safe practices, movement of children between the vehicle and venue/s.	
4	The <i>Safe Transportation Policy</i> is to be followed at all times where transportation is required for excursions	
5	Key consideration is to be taken when children are embarking and disembarking on transport during an excursion as per regulations 102E and 102F, including attendance checks or head counts conducted as children embark and disembark from the vehicle	

MISADVENTURE

1	The excursion coordinator is to advise the nominated supervisor or responsible person immediately or as soon as practically possible, if there is a possibility that the health, safety or wellbeing of children is compromised during the excursion	
2	The excursion risk assessment is to take into consideration children who may become ill, injured, missing/unaccounted or exhibit challenging behaviours whilst on excursion and away from the Service	
3	INJURED CHILD DURING AN EXCURSION - Educators are to administer first aid as per the <i>Administration of First Aid Policy</i> and/or <i>Incident, Injury, Trauma and Illness Policy</i> if a child is injured whilst away from the Service on an excursion - A fully stocked first aid kit is to be available and taken on all excursions, including any medication required for children with medical conditions (example epi-pens/asthma inhalers) - Educators/staff are to contact 000 in an emergency for immediate assistance	
4	UNWELL CHILD DURING AN EXCURSION - Educators are to administer first aid as per the <i>Administration of First Aid Policy</i> and/or <i>Incident, Injury, Trauma and Illness Policy</i> if a child becomes unwell whilst away from the Service on an excursion - If a child becomes unwell on an excursion the excursion coordinator will contact the nominated supervisor/responsible person and advise of the situation and request an additional staff member to assist with ratios if required - Educators are to contact 000 in an emergency for immediate assistance - Parents or emergency contacts will be contacted to collect the child if required or to advise an ambulance has been contacted - Where possible, an educator will accompany the child to the hospital/medical attention	

5	MISSING/UNACCOUNTED CHILD DURING AN EXCURSION • If a child is deemed missing or unaccounted for during an excursion the excursion coordinator will be notified and head counts conducted for all groups of children. • Educators will search the premises for the missing/unaccounted child and alert the venue management • If the child is still unaccounted for following 10 minutes the excursion coordinator will contact the police and report the incident • The nominated supervisor/responsible person is to be contacted and advised of the situation • The nominated supervisor will contact the parents/guardian and advise of the situation • The excursion coordinator will liaise with venue staff and police/emergency services as a coordinated approach to locate the child	
6	MANAGING CHALLENGING BEHAVIOURS DURING AN EXCURSION • The excursion/incursion risk assessment is to consider children with challenging behaviours and plan effective strategies and accommodations prior to the excursion • Educators are to advise children of the expected standards of behaviour prior to the excursion • A communication plan is to be developed prior to the excursion for children with challenging behaviours and communicated to all educators and volunteers where required • Any incidents that occur on the excursion are to be communicated to parents and the nominated supervisor • The <i>Behaviour Management Policy</i> is to be followed while children are participating on an excursion • In extreme cases, children may be required to be collected from an excursion venue by parents or emergency nominees	
7	The approved provider will notify the regulatory authority within 24 hours of a serious incident, including an incident occurring on an excursion	

REVIEW		
1	The excursion coordinator will monitor and review the effectiveness of controls during the excursion/incursion and change if necessary. Consider whether educators and volunteers are aware of control measures, if new hazards have been identified and what further actions may be required	
2	The approved provider, nominated supervisor and excursion coordinator will conduct a review of practices following an incident occurring during an excursion or incursion	
3	The approved provider, nominated supervisor and excursion coordinator will monitor and evaluate the risk assessment following each excursion to determine how well it has eliminated or managed the identified hazards	

4	A regular outing risk assessment is to be reviewed every 12 months, or as soon as possible following any circumstance that may affect the health, safety and wellbeing of children attending the regular outing, including regular outings involving transportation	
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REVIEW OF PROCEDURE			
Date procedure created	2.10.2026	To be reviewed	OCTOBER 2027
Approved by	Michelle Donadel	Signature	
Procedure Reviewed Date	Modifications/Changes		
July 2025	Major review of procedure completed with clearer statements added for identifying who is responsible for tasks and actions during the preparation, implementation and review of the excursion/incursion. New name of procedure was previously titled <i>Excursion Risk Assessment and Management Plan Guide</i>. New section added: • Planning of Excursion/Incursion • Authorisations • Excursion and Incursion Resources		

EXCURSION AND INCURSION RESOURCES		
NAME OF RESOURCE	RESOURCE DESCRIPTION	DESKTOP LIBRARY LOCATION
POLICY AND PROCEDURES		
Excursion/Incursion Policy	The <i>Excursion/Incursion Policy</i> outlines clear procedures and responsibilities when planning and conducting excursions or incursions, including regulation requirements for risk assessments and supervision as per National Regulations and related legislation	QA2 Policy Library
Excursion/Incursion Procedure	This procedure provides guidance for educators and management to ensure regulations and requirements are followed for all excursions planned for children, including ensuring a risk assessment is conducted prior to the excursion or incursion and authorisation from families is obtained prior to an excursion or incursion.	Resources > Procedures
Excursion/Incursion Risk Assessment	A comprehensive risk assessment plan to minimize and manage all potential risks for children participating in excursions or incursions.	Resources > Forms
Excursion/Incursion Authorisation	Parents/guardians are required to provide written authorisation for their child to participate in an excursion or incursion arranged by the Service. This form records authorisation from families.	Resources > Forms
Excursion/Incursion Plan and Checklist	This plan and checklist is recommended to be completed each time an excursion or incursion is planned, to ensure all safety, attendance and operational requirements are checked and completed prior to children participating in the excursion or incursion. The plan and checklist record all details of the planned excursion/incursion and includes a section for pre-approval and post-excursion/incursion review.	Resources > Forms