

# Yarram Early Learning Excursion and Incursion Policy

Quality Area 2: Children's Health and Safety

## Purpose

This policy provides guidelines for Yarram Early Learning to plan and conduct safe and appropriate excursions and incursion.

## Policy statement

### Values

Yarram early learning is committed to:

- Providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- Ensuring that all excursions and incursion are accessible, affordable and contribute to children's learning and development
- Ensuring the health, safety and wellbeing of children at all times, including during excursions and incursion
- Providing adequate supervision of all children during excursions and incursion.

## Scope

This policy applies to the approved provider, Responsible Person, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Yarram Early Learning, including during offsite excursions and events.

## Background and legislation

### Background

Excursions and incursion are planned by Yarram Early Learning to extend the educational program and further develop the current interests of children. "participating in their communities strengthens children's sense of identity and wellbeing" (outcome 2: children are connected with and contribute to their world, *Victorian early years learning and development framework – refer to sources*). The purpose and educational value of each excursion or service event is clearly communicated to parents/guardians.

### Learning through 'first-hand' experiences

Yarram early learning philosophy incorporates the belief that children learn best when they have the opportunity to learn through 'first hand' experience. This includes both incursions and excursions outside Yarram Early Learning where the children are encouraged to explore learning within a range of community settings. Yarram Early Learning environments extend beyond the service grounds, where children are taken on regular outings.

### Risk assessments

A risk assessment is 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 identifies each risk and specifies how the risk will be managed and/or minimised (regulation 101). Written authorisation for the

child to attend the excursion is obtained from a parent/guardian or person named in the child's enrolment record before the child is taken outside yarram early learning premises. For details regarding information to be included in the written authorisation, refer to attachment 1.

## Consent

Yarram early learning excursion information sheets including consent forms are distributed to families prior to an excursion. Gst may be applicable to some incursions and excursions; this information is listed on individual excursion forms. All excursions are conducted within the children's services regulations 2009, which requires written consent from a person named in the child's enrolment record as having lawful authority to authorise the taking of the child outside the premises.

## Cost

Yarram early learning incursions and excursions are budgeted individually and the final costing for each special event is dependent on the number of children who have booked to attend. Excursion costs are added to the child's account and no refund is granted to families unable to attend on the day.

For some excursions parents may be requested to pay in cash.

## Travel arrangements

Travel arrangements are made on the basis of individual excursion requirements and will be identified on the excursion permission form.

## 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*: regulations 98, 99, 100, 101, 102, 123, 355, 357, 360
- *National quality standard*, quality area 1: educational program and practice
- Standard 1.1: an approved learning framework informs the development of a curriculum that enhances each child's learning and development
- Element 1.1.3: the program, including routines, is organised in ways that maximise opportunities for each child's learning
- Element 1.1.5: every child is supported to participate in the program
- *National quality standard*, quality area 2: children's health and safety
- Standard 2.2: each child is protected
- Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

## Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved provider, Responsible Person etc. Refer to the *general definitions* section of this manual.

**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 staff 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 staff one staff member needs to be the front of group and another behind the group while transitioning.
- 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 staff 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 Responsible Person or educator (regulation 158(1)). Attendance needs to be marked before group leaves centre and before leaving excursion site.

**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 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.

**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.

**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*)
- Transport to and from the proposed location of the excursion (refer to *occupational health and safety policy*)
- The number of adults and children participating in the excursion
- The number of staff 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 as attachment 2 & on the acecqa website  
<http://www.acecqa.gov.au/uploads/files/templates/excursion%20risk%20management%20plan.pdf>

**Regular outing:** (in relation to education and care services) means 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 the 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. **Procedure for regular outing is detailed in attachment 3**

**Supervision:** refer to **adequate supervision** in definitions above.

## Sources and related policies

### Sources

- *Belonging, being & becoming – the early years learning framework for australia:* [http://docs.education.gov.au/system/files/doc/other/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://docs.education.gov.au/system/files/doc/other/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)
- *Guide to the national quality standard,* acecqa: [www.acecqa.gov.au](http://www.acecqa.gov.au) and <http://files.acecqa.gov.au/files/national-quality-framework-resources-kit/nqf03-guide-to-nqs-130902.pdf>
- *Victorian early years learning and development framework:* [www.education.vic.gov.au/earlylearning/eyldf/default.htm](http://www.education.vic.gov.au/earlylearning/eyldf/default.htm)

### Service policies

- *Acceptance and refusal of authorisations policy*
- *Administration of first aid policy*
- *Administration of medication policy*
- *Anaphylaxis policy*
- *Asthma policy*
- *Code of conduct policy*
- *Curriculum development policy*
- *Dealing with medical conditions policy*
- *Delivery and collection of children policy*
- *Diabetes policy*
- *Emergency and evacuation policy*
- *Enrolment and orientation policy*
- *Epilepsy policy*
- *Fees policy*
- *Food safety policy*
- *Hygiene policy*
- *Incident, injury, trauma and illness policy*
- *Inclusion and equity policy*

- *Interactions with children policy*
- *Nutrition and active play policy*
- *Occupational health and safety policy*
- *Participation of volunteers and students policy*
- *Sun protection policy*
- *Supervision of children policy*
- *Water safety policy*

### **Procedures the Approved Provider is responsible for:**

- Developing an *excursions and incursion policy* in consultation with the Responsible Person, staff and parents/guardians at the service
- Ensuring staff, parents/guardians, volunteers, students and others at the service are provided with a copy of the *excursions and incursion policy* and comply with its requirements
- 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 160)
- Ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation 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 – developing an excursion/service event authorisation form)
- 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 102(4) (refer to attachment 1 – developing an excursion/service event authorisation form)
- Ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- Ensuring that children are adequately supervised (refer to *definitions*) at all times
- Ensuring that educator-to-child ratios are maintained at all times, including during excursions and incursion (regulations 123, 355, 357, 360)
- Ensuring only staff who are working directly with children are included in educator-to-child ratios
- 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*)
- Ensuring that a risk assessment (to attachment 2) is carried out for an excursion (in accordance with regulation 101) before authorisation is sought from parents/guardians (regulation 100)
- Ensuring the risk assessment (refer to attachment 2) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by regulation 101 (refer to attachment 2) ensuring that excursions and incursion are based on the educational program and meet the needs and interests of children and families at the service (refer to *curriculum development policy*)
- Ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians

- 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/incursion 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 policy, anaphylaxis policy, diabetes policy* and *epilepsy policy*)
- 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
- 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
- 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 policy, anaphylaxis policy, diabetes policy* and *epilepsy policy*)
- Providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities
- Providing portable first aid kits that contain the required medication for dealing with medical conditions
- Providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (regulation 98)
- Ensuring 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
- **The Supervisors and relevant Room Leader are responsible for ensuring volunteers and students are following this policy and the outlines procedures.**

### ***The Responsible Person is responsible for:***

- Developing an *excursions and incursion policy* in consultation with the approved provider, Responsible Person, staff and parents/guardians at the service
- Ensuring staff, parents/guardians, volunteers, students and others at the service are provided with a copy of the *excursions and incursion policy* and comply with its requirements
- 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 102(4) (refer to attachment 1 – developing an excursion/service event authorisation form)
- Ensuring that children are adequately supervised (refer to *definitions*) at all times
- Ensuring that educator-to-child ratios are maintained at all times, including during excursions and incursion (regulations 123, 355, 357, 360)
- Ensuring only staff who are working directly with children are included in educator-to-child ratios
- 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*)

- Ensuring that a risk assessment (refer attachment 2) is carried out for an excursion (in accordance with regulation 101) before authorisation is sought from parents/guardians (regulation 100)
- Ensuring the risk assessment (refer to attachment 2) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by regulation 101
- Ensuring that excursions and incursion 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 the purpose and educational value of each excursion or service event is communicated to parents/guardians
- 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/incursion 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 policy, anaphylaxis policy, diabetes policy and epilepsy policy*)
- 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
- 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
- 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 policy, anaphylaxis policy, diabetes policy and epilepsy policy*)
- Ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other offsite activities
- 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
- Ensuring sunscreen (if required) is taken on excursions/incursion
- 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

### ***Educators and staff are responsible for:***

- Developing an *excursions and incursion policy* in consultation with the Responsible Person, staff and parents/guardians at the service
- Reading and complying with the requirements of the *excursions and incursion policy*
- Providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form checking that a parent/guardian or person named in the child's enrolment record has

completed, signed and dated the excursion/service event authorisation form prior to the excursion

- Allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record
- Maintaining the required educator-to-child ratios at all times, and adequately supervising (refer to *definitions*) children during excursions and incursion
- Adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children (refer to *participation of volunteers and students policy*)
- Undertaking a risk assessment (refer to attachment 2) for an excursion or service event prior to obtaining written authorisation from parents/guardians
- Ensuring the risk assessment (refer to attachment 2) identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by regulation 101 (refer to acecqa's sample excursion risk management plan at <http://www.acecqa.gov.au/uploads/files/templates/excursion%20risk%20management%20plan.pdf>)
- Developing excursions and incursion based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child (refer to *curriculum development policy*)
- Communicating the purpose and educational value of each excursion or service event to parents/guardians
- Including all children in excursions and incursion regardless of their abilities, additional needs or medical conditions (refer to *inclusion and equity policy*, *dealing with medical conditions policy*, *asthma policy*, *anaphylaxis policy*, *diabetes policy* and *epilepsy policy*)
- Taking each child's personal medication and current medical management plan on excursions and other offsite activities (refer to *dealing with medical conditions policy*, *asthma policy*, *anaphylaxis policy*, *diabetes policy* and *epilepsy policy*)
- Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities
- Keeping an accurate attendance record (refer to *definitions*) of children attending excursions, and for children remaining at the service while an excursion is happening
- Keeping an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- Taking a mobile phone, a copy of the attendance record, emergency contact details for each child and the contact details of the child's medical practitioner on excursions for notification in the event of an incident, injury, trauma or illness
- Taking sunscreen (if required) on excursions/incursion
- Discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity
- Informing parents/guardians of items required by children for the excursion or service event e.g. Snack/lunch, sunscreen, coat etc.

### **Parents/guardians are responsible for:**

- Being aware and complying with the requirements of this *excursions and incursion policy*

- Completing and signing the authorised nominee section (refer to *definitions*) of their child's enrolment form (refer to *enrolment and orientation policy*) before their child commences at the service
- Completing, signing and dating excursion/service event authorisation forms
- Providing written authorisation for their child to leave the service premises on routine outings
- Reading the details of the excursion or service event provided by the service and asking for additional information if required
- Providing items required by their child for the excursion or service event e.g. Snack/lunch, sunscreen, coat etc.
- Understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an educator or the approved provider at all times
- If participating in an excursion 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
- Complying with all service policies while participating in an excursion or service event including the *code of conduct policy*, *sun protection policy* and *hygiene policy*.

## 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
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## Attachments

- Attachment 1: developing an excursion/service event authorisation form
- Attachment 2: excursion risk management plan

## Authorisation

This policy was adopted by Yarram Early Learning incorporated, April 2020.

**Review date:** May 2022

## Attachment 1

### Developing an excursion/centre event authorisation form

The *education and care services national regulations 2011* (regulation 102) 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
- The date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- A description of the proposed location of the excursion
- The method of transport to be used
- Proposed activities to be undertaken as part of the excursion
- The period of time that the child will be away from the service premises
- The anticipated number of children attending the excursion
- The anticipated ratio of educators-to-children attending the excursion
- The anticipated number of staff members, and any other adults who will accompany and supervise children on the excursion
- Confirmation that a risk assessment has been prepared and is available at the service (refer to attachment 2).

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.

## Attachment 2

### Excursion risk management plan

Excursion risk management plan	
<b>Excursion details</b>	
Date(s) of excursion	Excursion destination
Departure and arrival times	
Proposed activities	Water hazards? Yes/No If yes, detail in risk assessment below.
Method of transport, including proposed route	
Name of excursion co-ordinator	
Contact number of excursion co-ordinator	(M)
Number of children attending excursion	Number of educators/parents/volunteers
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	
<b>Excursion checklist</b>	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Plan prepared by			
Prepared in consultation with:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / No	Comment if needed:	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Risk Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

## Attachment 3

### Procedure for regular outing

- Each room has an excursion list with all the children's names listed. The form has date and location of the excursion. A headcount will be taken by educators at time out, arrival at location, prior to leaving to return, and on return to centre.
- 2 educators will always attend excursions at a minimum regardless of ratio. During travel one educator will be positioned at the front of the group and one at the back of the group.
- Excursions will open happen if qualified educator is able to be present at all times.
- Once initial headcount is taken, educator will photocopy the excursion form and leave at the office.
- Centre mobile will be taken on all excursions

### Checklist

- Completed form has been photocopied and left with the office.
- Qualified educator in attendance
- Collected centre mobile from office
- Location of excursion and headcount written on whiteboard in the office.
- First aid bag and specific children's medication taken

