

## Introduction

Excursions play an important role in offering meaningful opportunities for children to actively explore and engage with the world around them. Through these experiences, children connect with people and places, and can become active participants in their local communities. However, excursions must be carefully planned, and risk assessed to ensure children's health and safety is considered.

Any activity (including regular and nature site outings) beyond the perimeter outside fence is considered an excursion. A regular outing is defined as a walk, drive or trip to and from a destination that the centre visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

### \*\*\* Important \*\*\*

Excursions to swimming pools or water parks are not permitted.  
An excursion cannot proceed unless an excursion proposal has been completed and approved.

## Excursion proposal (including risk assessment)

- Allow enough time prior to an excursion to:
  - Complete an Excursion Proposal Form and email your Early Childhood Education Manager (ECEM) /Committee for their review and written approval.
  - Gather parent/guardian authorisation via Excursion Permission Form.
- Within the excursion proposal, document a detailed excursion risk assessment. Whenever possible, involve children and parents/guardians in the development of the risk assessment.
- An excursion proposal must detail, consider and plan for:
  - The excursion benefits, purpose and duration
  - The excursion route e.g. traffic, crossing roads
  - The excursion address
  - The excursion destination facilities e.g. available shade, toileting and nappy change facilities.
  - Possible excursion site hazards e.g. animals, chemicals, machinery
  - Transport to and from the excursion destination
  - Supervision strategies, including when and how 'head counts' and roll calls will be conducted. Additional checks and care is required when transporting children e.g. bus, train.
  - If applicable, possible water hazards e.g. dam, lake, river. Excursions to swimming pools or water parks are not permitted.
  - The number of children and adults participating and attending the excursion
  - The educator/adult to child ratio. Siblings in attendance must be included in the ratio.
  - Extreme/seasonal weather conditions e.g. rain, extreme wind, high UV levels.
  - Sun protection strategies
  - Maintaining effective hygiene i.e. hand washing, toileting, nappy changing.
  - Children's needs e.g. additional needs including medical conditions, medication.
  - Excursion activities such as water-based activities.
  - Educator qualifications attending the excursion - regulatory requirements must be met. All attending teachers/educators are required to have current First Aid, CPR, asthma and anaphylaxis emergency management qualifications.
  - The Person-in-Charge attending the excursion i.e. the Nominated or Designated Supervisor.
  - The items taken on the excursion as per 'Excursion must have items' section of this procedure.
- An ECEM/Committee member (or other approved delegate) may undertake an excursion site visit with a centre educator before providing written approval of an excursion proposal.
- If revisiting the same site and excursion details remain unchanged, an excursion proposal and ECEM/Committee approval is required annually.

## Adult to child ratio

- The excursion adult/child ratio is determined after careful consideration of identified hazards and control measures detailed in the excursion proposal.
- At a minimum, regulatory educator to child ratios and educator qualification requirements must be met on excursions and at the centre (if children remain at the centre).

## Excursion helpers

- Encourage and welcome parents/guardians and other family members to assist with excursions.
- Excursion helpers:
  - Other than parents/guardians, must be 18 years and older and be an additional contact/authorised person nominated by a child's parent/ guardian via the Enrolment Booklet/Online Form.

- Must be supervised by teachers/educators and not be placed in sole charge of children (except their own child/ren) for any length of time.
- Cannot undertake toileting and nappy changing routines (except their own child/ren) during an excursion.
- Attending a one-off excursion do not require a Blue Card. However, a current and valid *Volunteer Blue Card* will be required where a helper, who is not a parent/guardian, attends a regularly scheduled excursion. Refer to [Blue Card Services](#) and prior to commencing the regular excursion, obtain a copy of the blue card and confirm validity via [online validation](#).

### Parent/guardian authorisation and communication

- The approved excursion proposal must be made available to parents/guardians.
- Prior parent/guardian written authorisation (via [Excursion Permission Form](#)) is required.
- If revisiting the same site and unless excursion details significantly change, prior parent/guardian written authorisation is required annually.
- Inform parents/guardians (via prominent centre display/poster, email or StoryPark) of the date, day and departure/return times prior to each 'regular' excursion.

### Prior to excursion

- Children, teachers/educators and excursion helpers will be informed of the excursion itinerary, their responsibilities, safety procedures, risk minimising strategies, grouping and supervision of children and any other special requirements pertaining to the excursion.
- A record of children, teachers/educators and excursion helpers attending the excursion will be left at the centre and taken on the excursion.
- Where applicable, teachers/educators and excursion helpers will be provided with a list of the children they are responsible for, the excursion itinerary, contact emergency numbers and details of emergency meeting points.
- When no educators or children remain at the centre, prominently display on centre front door/entrance a notice that includes the excursion itinerary and mobile contact number.

### Excursion 'must have' items

- A suitable stocked first-aid kit
- A snake bite kit (for all nature site excursions or if snakes have been identified as a likely excursion hazard)
- A mobile phone
- Emergency contact numbers for children and adults
- Children's medication, medication forms and medical management plans (if applicable)
- Spare clothing
- Emergency medication i.e. EpiPen, Asthma Puffer. Purchase additional emergency medication if children are remaining at the centre
- Sunscreen
- Hats
- Water bottles or cups and water
- Hand washing gel
- Wipes
- Disposal gloves
- Nappies (if applicable)
- Food (if applicable)
- And any other items specific to the excursion site and activities

### Record keeping and review

- Each excursion (including regular outings) must be recorded (via [Excursion Log](#)) and reviewed (via the [Excursion Proposal Form](#)).
- Excursion records must be kept for 3 years after a child's last day of attendance.