

POLICY/PROCEDURE NAME & REVIEW PROCESS	EXCURSION POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY 2.2 Safety 2.2.1 – Supervision 2.2.2 – Incident and Emergency Management 2.2.3 – Child protection
NATIONAL LAW AND REGULATIONS	89- First aid kits 90- Medical conditions policy 99- Children leaving the education and care service premises 100- Risk assessment must be conducted before excursion 101- Conduct of risk assessment for excursion 102- Authorisation for excursion 122- Educators must be working directly with children to be included in ratios 123- Educator to child ratios – centre-based services 136- First aid qualifications 168-Education and care service must have policies and procedure 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures Section 165- Offence to inadequately supervise children
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Bus safety policy ▪ Bus check record ▪ Excursion authorisation record ▪ Excursion reflection record ▪ Excursion risk assessment record ▪ Medical risk minimisation and communication record.
SCOPE OF POLICY	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding excursions for all children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a policy, implement the policy, support practices of the policy, train regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	Excursions form a valuable part of early childhood education. Accessing the wider community in which children and their families live provides an opportunity for children to expand, enhance and explore different environments, which in turn adds another dimension to their learning from the service. Excursions can extend on learning from the service such as a trip to Zoo, Library, Aquarium, Botanic gardens etc. It is particularly important to plan ahead for excursions to ensure safety of all children attending. The plan for excursion <ul style="list-style-type: none"> ▪ Assess the age suitability of children on the excursion. ▪ Assess requirements for excursion. ▪ Consideration is given to the mobility and supervision requirements of children with additional needs. ▪ Access to hazardous equipment and environments are minimised. ▪ There is adequate access to food, drink and other facilities if attending over the snack or lunch period. ▪ Water for drinking is readily available. ▪ Adequate shade is available if choosing an outdoor environment. ▪ Staff have been advised of excursion emergency protocols e.g., if a child is lost on the excursion.

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- Safety of children must be considered when choosing the excursion route and mode of transport. Staff will be made aware of the bus safety policy and all supporting documentation prior to any excursion.

Risk assessment

Prior to an excursion the nominated supervisor must complete an **Excursion risk assessment record** which must consider the following:

- Proposed route and destination for the excursion.
- Any water hazards and any risks associated with water-based activities.
- Method of transport to and from the proposed destination.
- Number of adults and children attending the excursion and staff child ratio (based on risk) - example water. Higher on an excursion and must include and ensure the responsibility of staff and volunteers that are attending the excursion.
- Given the risks posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required to ensure children's safety.
- Number of adults and children to ensure appropriate supervision considering any special requirements for children.
- Proposed activities.
- Proposed duration of the excursion.
- A backup plan for weather.
- Make note of public toilets and accessibility.
- Checkpoints along the way to allow for educator children number checks.
- Confirm that at least one educator on excursion has First Aid, CPR, Asthma and Anaphylaxis qualifications.
- Items that should be taken on the excursion.

In order to take children on an excursion the nominated supervisor must have a signed **Excursion authorisation record** from families for every child attending excursion which must include the following:

- Child's name.
- Reason the child is to be taken outside the premises.
- Date the child is to be taken on the excursion.
- Description of the proposed destination for the excursion.
- Method of transport to be used for the excursion.
- Proposed activities to be undertaken by the child during the excursion.
- Period the child will be away from the premises.
- Anticipated number of children likely to be attending the excursion.
- Anticipated ratio of educators to the anticipated number of children attending the excursion.
- Anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion.
- That a risk assessment has been prepared and is available at the service.
- All authorisations are to be kept on file with each child's enrolment record.

Items for excursion

- Appropriate number of fully equipped first aid kits Inc EpiPen, asthma inhaler and any other medication that a child from the service may be taking, including **medical risk minimisation and communication record**.
- Operating mobile phone.
- Contact details of all parents/ guardians in case of emergency.
- Items specific to excursion – hats/ sunscreen/ water/ name tags/ high vis vests/ snacks if applicable.
- Rolls to mark children in and out of excursion and to continue roll calls throughout excursion.

Implementation of excursion

- An excursion that is regular outing, requires authorisation to be obtained once in every 12-month period. Updating the **excursion authorisation record** sooner may be required if it is deemed an issue after completing the **excursion reflection record**.
- All authorisations are to be kept on file with each child's enrolment record.

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- Nominated supervisor must ensure that staff who are first aid qualified are still in attendance at the service whilst excursion is being conducted and will roster accordingly.
- Staff will educate children prior to the excursion regarding safety including road safety if applicable, our expectations, travel mode and what will occur at excursion.
- Staff will communicate to families in advance regarding excursions in order to remind them of the event so that all children have the opportunity to participate.
- Staff will not allow any child/ren to attend an excursion who does not have an **excursion authorisation record**.
- Staff will mark rolls at regular intervals throughout the excursion. Staff will conduct head counts throughout the day, these will take place before leaving the service, if applicable when leaving the bus, at a minimum once during the excursion, before leaving the excursion and if applicable reboarding the bus and upon return to the service as children leave bus and signed back in at the service.
- Staff and nominated supervisor will reflect on excursion and complete an **excursion reflection record** at the end of each excursion.
- Vacation care excursions will have a program made available prior to school holidays for families to approve and choose which excursions they wish their child to attend.
- Families must complete an **excursion authorisation record** for each day that the child is to attend at vacation care.

Continuous Improvement

We are dedicated to the ongoing improvement of our practices and procedures through the following actions:

- Conducting regular reviews and updates of this policy with all stakeholders.
- Actively seeking feedback from children, families, and staff members.
- Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that the nominated supervisor does not allow the number of children attending an excursion exceed the number for which service approval has been granted on that day.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will ensure that parents/guardians, participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.
- Will ensure that the parent/guardians participating in an excursion have been advised of the excursion events, the expectations, and their responsibilities.
- Will ensure that excursions are based on the approved learning framework, the developmental needs, interests, and experiences of each child, and take into account the individual differences of each child.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.

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	<ul style="list-style-type: none"> Ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures. Ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements. Ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure. Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy. Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Ensure the policy is kept up to date with current legislation, research, and best practice. Conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy. <p>Educators</p> <ul style="list-style-type: none"> Will ensure that they adhere to the procedures outlined in the excursion policy. Will ensure that parents/guardians, participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children. Will ensure that the parent/guardians participating in an excursion have been advised of the excursion events, the expectations, and their responsibilities. Will ensure that excursions are based on the approved learning framework, the developmental needs, interests, and experiences of each child, and take into account the individual differences of each child. Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 89- First aid kits.	<p>Approved Provider will</p> <p>Ensure that processes are in place for the following:</p> <p>First Aid Kits will:</p> <ul style="list-style-type: none"> Be checked on a monthly basis and replenished accordingly. Be portable for excursions. Be available on all transport for children e.g., Bus. Be taken on excursions with a designated first aid qualified educator. Must not contain any medication not on first aid checklist or any extra additions not on checklist but if required children's medication will be brought on the excursion and will be stored separately in a safe place away from reach of children.
In regard to regulation 90 – Medical conditions policy	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that there is a policy to support and guide all staff on the management of medical conditions. The policy will have clear guidelines as to the following: Any child enrolled who has a specific health need such as Anaphylaxis / Diabetes/ Asthma or other condition with specific requirements can only attend when there is a medical risk minimisation and communication record in place and this documentation will be taken on the excursion with the medication. <p>Nominated Supervisor will</p>

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	<ul style="list-style-type: none"> Ensure a plan will be developed in conjunction with the parent/guardians and nominated supervisor. The plan will include a communication record for all staff and parents. The nominated supervisor will ensure that all staff are made aware of the plan for the child and that there is notification in the child's room and staff room if applicable. Any new staff will be advised of medical conditions within their induction. Nominated supervisor in conjunction with lead educator will review the medical plan and communication record on a regular basis. Staff meetings will include updates and issues with medical conditions for all children in the service. Any child that has a medical condition must not attend unless medication and medical risk minimisation and communication record is taken on the excursion. It must only be administered by a first aid qualified staff member.
In regard to regulation 99- Children leaving the education and care service premises	<p>Approved Provider and Nominated Supervisor will</p> <ul style="list-style-type: none"> Ensure parent/guardians are informed immediately if anyone other than the emergency contact arrive at the service to remove a child/ren. Ensure if a new emergency contact is to be added to child's enrolment record, then families will be required to advise by writing (email) nominated supervisor will confirm via phone and will inform responsible person on duty to seek Driver's licence id from the new contact. Ensure authorised emergency contacts who attend service for first time will need a form of identity and an email from parents alerting service to the pickup details. Ensure the identity of the contact picking up child (example drivers' licence) will be copied and placed on child's file if not already there. Ensure parent/guardians have completed the excursion authorisation record prior to an excursion. Ensure parent /guardians have completed the permission section on the enrolment record to transport a child prior to allowing the child to be transported to or from the service. Ensure that a child may not leave with a parent if there is a court order in place prohibiting this, another parent must be contacted immediately. Only allow a child to leave the service on an excursion providing that all documentation has been fully completed and signed off by a parent. Allow a child to leave the service if emergency medical treatment is required and this will usually be in the care of an ambulance and a responsible person or nominated supervisor will attend the journey unless parent arrives before ambulance.
In regard to regulations 100- Risk assessment must be conducted before excursion 101- Conduct of risk assessment for excursion 102- Authorisation for excursion	<p>Approved Provider and Nominated Supervisor</p> <ul style="list-style-type: none"> Will ensure that a risk assessment record is completed prior to any excursion taking place from the service. This risk assessment record will be completed according to the outlines in this policy – the plan for excursion, documentation completion, items for excursion and implementation of excursion. All considerations to risk health and safety of the child will be considered when completing the risk assessment record as per risk assessment outlines. Will ensure that no child can be taken on an excursion if the parent/guardian has not completed an excursion authorisation record. Alternative plans for the child will be conducted at the service.
In regard to regulation 122-Educators must be working directly with children to be included in ratios and regulation 123-Educator to child ratios	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that staff are working directly with children in order to meet regulatory requirement and in the case of an excursion increase the ratio according to risk. Ensure nominated supervisor rosters according to the ratio for each age group based on the numbers of attendance and to ensure compliance. Ensure staff are provided with educator to child ratio information and are provided with educator to child records to meet regulation. Ensure that the excursion will not proceed in the event that a staff member is unwell and not able to work. Nominated supervisor must ensure that ratio is covered on the excursion and also in the service. If ratio is compromised in the service due to lack of staff excursion will not proceed.

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In regard to regulation 136- First aid qualifications	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure at least one educator or staff member holds current approved first aid qualifications and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation. <p>Nominated Supervisor will</p> <ul style="list-style-type: none"> Maintain a staff schedule record and roster to ensure compliance at all times. Check that all first aid qualifications meet regulatory requirements according to the national authority website.
In regard to regulation 168- Education and care service must have policies and procedures.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly and communicated to educators, staff, and stakeholders. Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times. Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. Will 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. Ensure policies and procedures regarding regulatory requirements are in place at the service. Ensure that a suitable Nominated supervisor is in place and will monitor practices and procedures relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. Ensure all stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.

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	<ul style="list-style-type: none"> Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
LAW IMPLEMENTATION	The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to Section 165- Offence to inadequately supervise children.	<p>Approved provider and Nominated supervisor</p> <ul style="list-style-type: none"> Approved Provider will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: \$11 400, in the case of an individual. \$57 400, in any other case. Nominated supervisor will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: \$11 400. <p>Approved provider and Nominated supervisor must ensure the following:</p> <ul style="list-style-type: none"> Educator to child ratios is kept at all times considering the proficiency of staff, ability of staff to respond in a crisis and read cues of children playing. Rostering is crucial in ensuring that there is a balance of competent staff to guide and support less competent staff. Staff are actively involved with children knowing where children are at all times and how many children are in their care. Approved provider or nominated supervisor will observe staff abilities to adapt their levels of supervision based on the age of the children in their care. Staff will alert other members of staff if they need to leave the area of supervision for any reason and approved provider and nominated supervisor will be responsible for monitoring this process. An excursion risk assessment record will be completed and accompany any excursion prior to the event. Staff and volunteers will be made aware of the risk assessment prior to event and families will receive access to this record.
KEY TERMS	<ul style="list-style-type: none"> 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. Excursion- An outing organised by an education and care service staff member when a child or children leave the site of the service such as visiting a nursing home, visiting local school. Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. Risk assessment- means working out how likely it is that a hazard will harm someone and how serious the harm could be and strategies to alleviate risk.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children’s Education & Care Quality Authority. ACECQA ACECQA – Risk assessment and management acecqa.gov.au/media/29421 Code of Ethics Education and Care Services National Regulations. Education and Care Services National Law Act 2010 Earlychildhoodqld.gov.au Excursions and regular outings (education.vic.gov.au)

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- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- Guide to the National Quality Framework.
- National Quality Standard.
- United Convention on the Rights of the Child
- Unpacking excursions (nsw.gov.au)

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