



# Glen Iris Childcare and Kindergarten

330-332 Warrigal Road, Glen Iris VIC 3146 – (03) 9889 8396

[glenirisccc@bigpond.com](mailto:glenirisccc@bigpond.com)  
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## Excursions

### POLICY

#### POLICY STATEMENT

Our organisation does not take children on excursions from the service. However, if we were to introduce this practice, we would be committed to ensuring safe excursions and routine outings for children. We would ensure that all staff were trained, and regularly re-trained, to implement the policies and procedures relating to safe excursions.

#### BACKGROUND

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place for managing excursions.

#### LEGISLATION

- National Law Act – 165
- National Regulations – 89, 90, 99–102, 122, 123, 136, 168, 170–172
- National Quality Standard – 1, 2, 3.2.1, 4.1, 5, 6, 7.1.2

#### RELEVANT POLICIES

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Anaphylaxis Management
- Dealing with Medical Conditions
- Emergency and Evacuation
- Enrolment and Orientation
- Governance and Management
- Health, Safety and Wellbeing
- Incident, Injury, Trauma & Illness
- Interactions with Children
- Nutrition, Food, Beverages and Dietary Requirements
- Providing a Child-Safe Environment
- Safe Arrival of Children
- Safe Transportation of Children
- Sleep and Rest for Children
- Staffing Arrangements
- Sun Protection

#### LOCATION OF INFORMATION

- Centre Policy and Procedure Handbook
- Glen Iris Childcare and Kindergarten Website

#### MONITORING AND REVIEW

This policy is required to be reviewed at least annually by the approved provider, in conjunction with nominated supervisors, responsible persons, staff, families and children.

- Dates of Review: January 2024  
January 2023  
January 2022



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## Excursions

### PROCEDURES

#### CALENDAR OF EVENTS

- Families are provided with a 'Calendar of Events' at the beginning of each year that details all of the special events the service is providing. Additional incursions are added throughout the year.
- Families are encouraged to participate in special events, and to attend any celebrations. The service aims to regularly provide incursions at the service to enhance the children's programs, *e.g., puppet show, animal farm, dental hygiene show*
- The organisation facilitates many opportunities for family gatherings, where families can visit the service at a designated time and experience incursions together with their child.
- Families will be notified of upcoming events through weekly updates, newsletters, signs on the front door, social media updates and through verbal communication from staff. All families are encouraged to come along and join in the experiences with their child.
- Families are welcomed into the service at any time to visit the children and show off their interests, talents, ideas, skills and enrich the program.

#### RISK ASSESSMENTS

- A risk assessment is conducted prior to any excursion. The risk assessment identifies and assesses risks that the excursion may pose to the health and safety of any child being taken on the excursion. The assessment specifies how the identified risks will be managed and minimised.
- A risk assessment must be conducted at least once every 12-months, and as soon as practicable after becoming aware of any circumstance that may affect the safe transition, transportation and/or arrival of children during an excursion, *e.g., route taken, vehicle used, destination, adults present, other children present, children with medical conditions.*
- The nominated supervisor or responsible persons will ensure that the risk assessment identifies and assesses the risk the excursion may pose to the health and safety of any child and will specify how the service will manage any risks identified.
- Once risks have been identified, they'll be categorised as high, moderate or low, and management of the risks will be detailed.
- A risk assessment for an excursion must:
  - identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion.
  - specify how the identified risks will be managed and minimised.
- A risk assessment must consider:
  - the proposed route and destination for the excursion.
  - any water hazards.
  - any risks associated with water-based activities.
  - the transport to and from the proposed destination for the excursion.
  - the number of adults and children involved in the excursion.



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- given the risks posed by the excursion, the number of staff or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required.
- the proposed activities.
- the proposed duration of the excursion.
- the items that should be taken on the excursion.
- The risk assessment conducted will consider:
  - The roles and responsibilities of the following persons:
    - The nominated supervisor or responsible persons.
    - Staff
    - Excursion volunteers
    - The child's parent, guardian or authorised nominee.
  - The age, developmental stage and individual needs of each child.
  - The means of transport.
  - The purpose of the transport.
  - The type of transportation being used.
  - The number of children.
  - The number of staff or adults required to provide adequate supervision, and whether any adults with specialised skills are required.
  - The proposed route and destination, including proximity to harm and hazards, and the duration of the transportation, including estimated time of travel between the different locations.
  - The pick-up and drop off locations during the transportation.
  - How children will be accounted for when embarking and disembarking the transport, and the processes for entering and exiting the service.
  - The procedure to be followed by the service if they have identified that the child is missing or cannot be accounted for during the child's transition.
  - The process for entering and exiting:
    - The service premises.
    - The pick-up location or destination.
  - Whether there are any water hazards.
  - The seatbelt and child restraint requirements of the jurisdiction that the service is operating in.
  - The proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions.
  - Whether there are any special equipment or provisions required *e.g., a mobile phone, emergency contact details for children, medication for children with known medical conditions.*
- Staff and any responsible adults using the transport are aware of the organisation's policies and procedures that set out the instructions for what must be done in the event of an emergency, and are aware of the risk assessment for the transport.
- Before using transport, risks are checked, including the weather to assess any increases to the level of risk and whether transport can proceed.
- A procedure for each travel route will be created in line with the risk assessment and will outline specific staff responsibilities, and include the use of strollers & safety restraints, where applicable.
- Staff should visit, or be familiar with, the venue before undertaking the excursion to ensure that it is suitable, safe and accessible by all.



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- When planning an excursion, alternative arrangements will be made for adverse weather conditions. Staff will consider not just wet weather, but cold, hot or windy weather conditions when making plans for excursions and the final decision to continue with the excursion.
- No child will be taken outside the service without a parent or guardian's written authorisation.
- All children will carry an identification badge indicating the service name, address and contact numbers. Under no circumstances will children have their names on identification badges.

## ADDITIONAL CONSIDERATIONS

- In addition to the specific requirements of the national regulations for taking children on excursions, important requirements of the national law must be met at all times, including
  - all children are adequately supervised at all times.
  - every reasonable precaution is taken to protect children from any harm or hazard likely to cause injury.
  - the relevant number of staff educating and caring for the children is no less than the number prescribed for this purpose.
  - the maximum number of approved places for children who can be educated and cared for by the service at any one time must not be exceeded, including the children at the education and care premises and those on the excursion.
- Excursions should be planned in advance and consideration given to:
  - the time away from the service.
  - the experience of the driver and licensing conditions for the vehicle.
  - the children's ages, abilities, capabilities, needs, skills and interests.
  - ways to maximise the children's developmental experiences and safety.
  - suitability of the venue and accessibility.
  - access to food, safe drinking water, toileting facilities, shade and other requirements.
  - adequate health and hygiene practices.
  - experience of adults involved in the excursion and their capacity for supervising children.
  - movement of children between the vehicle and venues.
  - traffic conditions.
  - weather conditions or natural disasters.
  - environmental hazards such as temperature extremes or smoke.
  - specific clothing and equipment needs of children.
  - communication to and from the vehicle and excursion location.
  - mobile phone reception.
  - health needs of all children and adults.
  - first aid provision and management of illness, injuries and emergencies.
  - child safe practices.
  - costs involved.
- When planning an excursion, the following questions should be considered:
  - Who will go?
  - How many children will go?
  - How many staff and adult excursion volunteers will be needed?
  - Do some children need more support than others?
  - Are the expectations and decisions around children's participation ethical and equitable?
  - What will it look like on the day?

## AUTHORISATIONS FOR EXCURSIONS, TRANSITIONS AND TRANSPORTATION

- Authorisations for excursions must be kept in the enrolment record for each child enrolled at an education and care service.



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- If an excursion, transition or transportation is considered a regular occurrence, the authorisation is required to be obtained once in every 12-month period. However, obtaining authorisation in these circumstances more regularly would be advisable.
- Written authorisation for a child to attend an excursion or routine outing must be given by a parent, guardian or authorised nominee.
- The excursion authorisation must include:
  - the child's name.
  - the reason the child is to be taken outside the premises.
  - the reason the child is to be transported.
  - if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing.
  - the date the child is to be taken on the excursion and transported.
  - a description of the proposed pick-up location and destination for the excursion.
  - the method of transport to be used for the excursion.
  - the proposed activities to be undertaken by the child during the excursion.
  - the period of time the child will be away from the premises.
  - the period of time during which the child is to be transported.
  - the anticipated number of children likely to be attending the excursion.
  - the anticipated educator to child ratio attending the excursion to the anticipated number of children attending the excursion.
  - the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion.
  - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
  - that a risk assessment has been prepared and is available at the service.
  - that written policies and procedures for transporting and transitioning children are available at the service.
  - if the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.
- The organisation must ensure that:
  - a child is not taken outside the service premises on an excursion unless written authorisation has been provided.
  - the authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child.

## PLANNING FOR EXCURSIONS, INCLUDING TRANSPORTATION AND TRANSITIONS

- When planning for an excursion, including transportation and transitions, the service will:
  - Assess the requirements for the excursion.
  - Conduct a risk assessment.
  - Organise transport.
  - Make alternative arrangements for adverse weather conditions.
  - Inform families of the details of the excursion including pickup location, destination, pick-up and drop-off times, objectives and outcomes, requirements and the availability of a risk assessment.
  - Provide parents, guardians or authorised nominees with an authorisation form to complete.
  - Collect completed authorisation forms for each child attending the excursion.
  - Request additional adult participation for the excursion, where required.
  - Arrange for a suitably equipped first aid kit and mobile phone to be readily available for the transportation.
  - Consider any additional factors in the planning of excursions for children with additional needs. Where possible, the organisation will uphold the right for all children to accessible transport.



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- All excursion, regular outing, transportation & transition details, risk assessments & map of routes must be approved by the nominated supervisor or responsible persons prior to going ahead.

## SAFETY OF CHILDREN DURING EXCURSIONS

- Duty of care for children remains the responsibility of the organisation while a child is attending an excursion.
- Children will be escorted during the entire excursion by staff and excursion volunteers situated at the beginning, middle and end of the group at a minimum.
- If using a bus for transportation, a thorough physical check of the bus, inside and out, will be conducted, including looking under seats, in luggage racks and storage areas for children before locking the bus.
- Staff will conduct frequent roll call checks and head counts to ensure all children are accounted for.
- Head counts and roll checks are conducted at a minimum:
  - at the beginning of the excursion before leaving the service premises.
  - before getting into a vehicle to go on the excursion.
  - before disembarking from the service premises in a vehicle.
  - upon arrival at the excursion location, before disembarking from the vehicle.
  - after getting out of a vehicle at the excursion location.
  - before getting into a vehicle to return to the service premises.
  - before disembarking from the excursion location in a vehicle.
  - upon arrival at the service premises, before disembarking from the vehicle.
  - after getting out of a vehicle at the service premises.
  - at the end of the excursion once returning to the inside of the service premises.
- Staff will ensure:
  - children's attendance records are taken on excursions.
  - all children are accounted for when embarking and disembarking transportation.
  - children's names are marked off as they enter and leave a vehicle, including time and date.
  - a thorough check is made of the vehicle to ensure no child is left in the vehicle.
  - a second person conducts a thorough check of the vehicle.
  - the vehicle is parked to avoid other vehicles, driveways or car parks.
  - the vehicle is parked as close as possible to the service premises or excursion venue.
  - children only disembark the vehicle when it is safe to do so.
  - where possible, staff and excursion volunteers hold children's hands to supervise them closely when embarking or disembarking a vehicle, or when on an excursion.
  - Head counts are conducted at least every 30 minutes whilst on the excursion.
  - Bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and adequately supervised.

## CONDUCTING TRANSPORTATION

- All staff, excursion volunteers, and children using transportation during an excursion will be informed of the transportation timetable, itinerary, special requirements, safety procedures, grouping of children and responsibilities.
- A list of children attending the excursion will be left at the service, and a copy carried by the delegated responsible persons.
- The types of transportation that may occur on an excursion are:



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- Walking
  - Staff will ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights.
  - Staff will ensure all children and adults obey road rules
  - Staff will ensure children follow the 'stop, look, listen and think' process when walking near roads.
  - Staff will remain vigilant that no child runs ahead or lags behind the group.
- Bus
  - The organisation must ensure that the seating capacity as displayed on the compliance registration is not exceeded.
  - All children must sit on seats, preferably with, or close to an adult.
  - Any requirements for seat belts or safety restraints under law must be followed depending on the vehicle used.
  - If the bus has seat belts, they must be worn at all times.
- Train
  - The organisation will be required to contact the local station prior to the excursion to inform them of the time of travel, the destination, and the number of children and adults who will be travelling.
  - Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way.
  - All children should be seated at all times with an adult close by.
  - All children should be seated in the one carriage if possible.
- Car
  - Any motor vehicle that is used to transport children on an excursion must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.
  - The vehicle must be registered and free of any defects that could put any passenger at harm.
  - All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles.
  - The staff member driving the vehicle must hold a current Australian driver's licence.
  - The process for entering and exiting the service premises safely must be considered at all times.

## GUIDELINES FOR SEATBELTS AND RESTRAINTS

- Seatbelts and restraints must meet Australian Standards and be marked as complying with the Australian Standards.
- Staff will ensure that each child under 7 years of age is secured in a child restraint or booster seat when travelling in a vehicle.
- Babies up to 6 months of age must be restrained in a rearward facing restraint.
- Children from 6 months to under 4 years of age must be restrained in a rearward facing or forward-facing restraint.
- Children under 4 years of age must not be in the front row of a vehicle with two or more rows.
- From 4 years to under 7 years of age, a forward-facing restraint or booster seat must be used.



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- Children from 4 to under 7 years of age can only sit in the front row of a vehicle with two or more rows when all other seats are occupied by children of a lesser age in an approved child restraint.
- The ages specified above are a guide. If a child is too small for a restraint specified for their age, they should be kept in their current restraint for as long as necessary.
- If a child is too large for a restraint stated for their age, they may move to the next restraint level.

## PICKING UP AND DROPPING OFF CHILDREN

- The vehicle is to be parked in a safe location, close to the service premises entry or excursion location, where children are not required to cross any roads, and turn off the ignition.
- A 'head count' of children against the attendance record will be checked by the supervising staff member as children assemble in a predetermined location prior to boarding and at the end of the journey. This is to be verified by a witness.
- Once inside, or on location at the excursion, a 'head count' of children against the attendance record will be checked by the supervising staff member once again. This is to be verified by a witness.
- Children are continuously supervised during transportation by designated staff sitting in locations that provide clear vision of all children.
- Children are to remain seated and secured in appropriate child restraints until the vehicle has completely stopped.
- A designated staff member will assist children to safely disembark the vehicle.
- Children will exit the vehicle using the 'safety door' or door located closest to the kerb.
- Staff are to conduct a final sweep of the vehicle, checking on and under seats to ensure there are no children or belongings left behind.
- The designated driver of the vehicle is fully licensed and complies with all appropriate road, safety and transport regulations.
- Under no circumstances will the driver of the vehicle or staff supervising the children use electronic devices, unless safely parked.
- Under no circumstances will the driver or staff supervising the children be under the influence of illegal substances, tobacco or drugs.
- Checks of the vehicle should be recorded, signed by the relevant person and kept for inspection by the regulatory authority.
- Staff will record the time when children are signed into the service or other venue.

## RECORD KEEPING AND REVIEW

- A record must be made immediately after all children have embarked the vehicle that states:
  - Confirmation that each child was accounted for when embarking the vehicle at the service and again at the excursion location.
  - How each child was accounted for when embarking the vehicle at the service and again at the excursion location.





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- The name and signature of the two staff members who accounted for the children that embarked.
- The time and date the record was made.
- A record must be made immediately after all children have disembarked the vehicle that states:
  - Confirmation that each child was accounted for when disembarking the vehicle at the excursion location and again at the service.
  - How each child was accounted for when disembarking the vehicle at the excursion location and again at the service.
  - That the interior of the vehicle was checked after all children disembarked the vehicle at the excursion location and again at the service.
  - The name and signature of the two staff members who accounted for the children that disembarked and completed the check of the vehicle.
  - The time and date the record was made.
- These records must be kept until the end of 3 years after the last date on which the child was educated and cared for by the service.
- In consultation with staff & children who attended the excursion, responsible persons in charge of the excursion are required to complete an evaluation within one week after the excursion.

## STAFFING ARRANGEMENTS

- All staff attending the excursion will be no less than the numbers prescribed in the national regulations, and depending on the supervision requirements, may need to be higher to ensure adequate supervision.
- The number of staff will also be adequate to effectively supervise.
- Consideration will be given to the number of staff who have required first aid qualifications and the number of staff required to care for children who remain at the service.
- At least one staff member accompanying children during an excursion is to hold a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- Where a group of children remain at the service whilst others are on an excursion, at least one staff member remaining at the service is to hold a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- All staff attending the excursion will be made aware of the organisation's policies and procedures in relation to what must be done in the event of an emergency, and are aware of the risk assessment for the excursion.
- Responsible adults will be enlisted to assist with the excursion.
- Where a staff member assumes responsibility for driving the bus (and holds the relevant license to drive), they are not considered to be included in the ratio to meet requirements.
- Staff are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion. The number of staff must be adequate to supervise any responsible adults who volunteer to assist with the excursion.
- Staff are aware the procedures to follow in the event of an emergency.



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## EXCURSION VOLUNTEERS

- Parents, guardians and authorised nominees will be encouraged to participate in the excursion to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children.
- Excursion volunteers cannot be counted in order to meet ratio requirements under the national regulations.
- Adults wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- If an adult needs to bring their child's sibling because they cannot find suitable care, the responsibility provided to this adult will be adjusted accordingly and considered in the risk assessment.
- Excursion volunteers will never be left alone with children, or in sole charge of children, including their own, and must be supervised by staff at all times.
- All responsible adults attending the excursion will be made aware of the organisation's policies and procedures in relation to what must be done in the event of an emergency, and are aware of the risk assessment for the excursion.
- Excursion volunteers must be at least 18 years of age.
- Smoking and vaping by an excursion volunteer is not permitted on the excursion.
- Excursion volunteers must provide emergency details for themselves prior to the excursion and permission for the staff in charge to seek emergency medical treatment and or an ambulance service on their behalf must be given.

## ITEMS TO TAKE ON AN EXCURSION

- The service must ensure that the following items are taken on all excursions:
  - Excursion risk assessment.
  - A fully-charged and operational mobile phone.
  - Attendance record of children, staff and excursion volunteers attending the excursion.
  - List of children attending the excursion with relevant personal details.
  - List of staff attending the excursion with relevant personal details.
  - List of excursion volunteers attending the excursion with relevant personal details.
  - Emergency contacts for all children and adults attending the excursion.
  - Permission slip for each child attending the excursion.
  - List of relevant emergency procedures and contact numbers.
  - Any relevant medication forms and required medication.
  - Any relevant anaphylaxis, asthma, allergy or medical condition plans and the required emergency medication.
  - A fully stocked portable first aid kit.
  - Spare drinking water and cups.
  - Spare clothing.
  - Sunscreen and hats.
  - Hand washing gel.
  - Wipes.
  - Disposable gloves.
  - Nappies, if required.
  - Food, if required.
  - And any other items specific to the excursion site and activities.



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## TOILET AND HYGIENE FACILITIES

- When planning for an excursion, consideration must be given to how long the children will be away from the service. If toileting facilities will be required, staff must ensure that adequate toilet, handwashing and hand-drying facilities are provided for safe use by all children and adults.

## FOOD AND BEVERAGE REQUIREMENTS

- Staff must ensure that children have access to safe drinking water and are offered appropriate food and beverages during the excursion.
- Adequate health and hygiene practices when handling, preparing and storing food must be in place to minimise risks to children.

## MEDICAL CONDITIONS AND ADDITIONAL NEEDS

- Children's medical needs must be addressed during an excursion. This may include the requirements for the administration of medication. Where a child attending the excursion has a specific health care need, allergy or relevant medical condition, the risk assessment should consider the management of the child's medical needs.

## RATIOS AND MAXIMUM NUMBER OF CHILDREN

- The maximum number of children cannot be exceeded during excursions. If younger siblings or other children attend, they must be under the care and supervision of their parent, guardian or authorised person.
- Siblings, other children and their parent, guardian or authorised person cannot be included in the excursion adult to child ratio.
- Although the national regulations do not specify a higher educator to child ratio for excursions, children must be adequately protected from harm and hazards, and supervised at all times. The adult to child ratio is determined after careful consideration of the hazards and risks outlined in excursion risk assessment.

## CHANGE IN CIRCUMSTANCES

- Risk assessments are required to be conducted before excursions, unless the excursion is a regular outing for which a risk assessment has already been conducted less than 12 months prior.
- However, when there is a change in circumstances relevant to the risk assessment for a regular outing, the service must update the risk assessments and authorisation forms.
- Examples of changes in circumstances include additional children attending, when there is a change in the location, or there are changes to the route taken to and from the outing.

## EXCURSIONS AND INCURSIONS DURING A PANDEMIC PERIOD

- During a pandemic period, the organisation proactively minimises contact with external visitors. Therefore, to further protect the service and local community, the services ensure that all incursions and excursions do not occur while pandemic infection control measures are in place. This includes the Happy Feet and Kelly Sports programs.
- To stop the virus from spreading, the organisation takes the precautionary step to cancel or postpone all events, programs and incursions including those where families are in attendance.

## CHILD IS MISSING OR UNACCOUNTED FOR

- The nominated supervisor or responsible persons will be notified immediately in the event of a child being missing or unaccounted for. Staff will be allocated to undertake a thorough search of the immediate area, specifically checking likely hiding places and meeting points.



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- A staff member should alert the venue management and request that an announcement is made.
- If the child is still missing, staff should contact the police on **000**, and also contact parents, guardians and/or authorised nominees.
- Staff must provide information to police such as the child’s name, age, appearance, what they were wearing and details of where the child was last sighted.
- While these notifications are occurring, all available staff will continue to search the immediate and surrounding areas, whilst ensuring that the remaining children are kept adequately supervised, safe and calm.
- Once police arrive, they will take charge of the incident and staff will follow their direction, whilst ensuring that the remaining children are kept adequately supervised, safe and calm.
- The nominated supervisor or responsible persons and staff involved will document the incident on an incident report.
- The nominated supervisor or responsible persons will notify the regulatory authority within 24 hours of the incident.
- A serious incident notification must be made to the regulatory authority, if a child appears to be:
  - missing or unaccounted for.
  - removed from the service premises in a way that breaches the national regulations.
  - is mistakenly locked in or locked out of any part of the service.
- A child may only leave the service:
  - in the care of a parent or guardian
  - in the care of an authorised nominee named in the child’s enrolment record
  - in the care of a person authorised by a parent or authorised nominee
  - because the child requires medical, hospital or ambulance care
  - in an emergency, e.g. *fire*.
- Staff must ensure that:
  - attendance records are regularly cross-checked to ensure all children signed in and are accounted for.
  - head checks are conducted frequently throughout the excursion.
  - children are actively supervised at all times.
  - excursion volunteers are not left alone with children at any time.
  - any students and trainees on the excursion are not left alone with children at any time.

## ROLES AND RESPONSIBILITIES

<b>Approved Provider</b>	<ul style="list-style-type: none"> <li>• Assume responsibility under the National Law for the safety, health and wellbeing of all children that are in the care of the organisation.</li> <li>• Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion.</li> <li>• Ensure risk assessments reviewed at least annually to ensure potential risks are identified and managed.</li> <li>• Ensure all children have written authorisation from families to leave the service on an excursion.</li> <li>• Ensure educator to child ratios are maintained during the excursion and address the risks identified.</li> </ul>
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# Glen Iris Childcare and Kindergarten

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- Ensure that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day.
- Ensure strategies are in place to provide an accurate attendance record for children attending an excursion.
- Ensure 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.
- Ensure strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, with contact details for each individual.
- Ensure that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Provide and maintain a portable first aid kit that can be taken on excursions and other offsite activities.
- Provide a mobile phone to enable contact with families and emergency services in the event of an incident, injury, trauma or illness.
- Ensure at least one staff member accompanying children during the excursion holds a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- Ensure that children are adequately supervised at all times.
- Ensure parents, guardians and adult volunteers attending the excursion are not left alone with any child or group of children.
- Ensure at least two staff members frequently conduct head checks and account for children during an excursion.
- Ensure records are taken of head checks during an excursion.
- Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, the service or excursion location.
- Ensure records are taken showing children are accounted for as they are picked up from, or dropped off to, the service or excursion location.
- Ensure at least two staff members account for children as they get in or out of a vehicle when being transported by the service.
- Ensure records are taken showing children are accounted for as they get in or out of a vehicle.
- Ensure records are made confirming a check of the inside of a vehicle was completed after all children have disembarked to ensure no children remain in the vehicle.
- Ensure that children being transported by the service are never left unattended in a vehicle to ensure supervision, health and safety, and prevent heat stress.
- Notify the regularity authority if the service provides or arranges regular transportation.
- Ensure staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service.
- Develop strategies to improve children's safety in high-risk situations such as excursions near water or near a road.
- Ensure that excursions, incursions and events are based on the educational program and meet the needs and interests of children and families.
- Consider the financial ability of families before deciding on an excursion, incursion or event that would require an additional charge.
- Ensure that proposed excursions, incursions and events are inclusive of all children regardless of their abilities, additional needs or medical conditions.
- In the event of a missing child, notify regulatory authority within 24 hours.
- Read, understand, follow and enforce the organisation's policies and procedures.



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## Nominated Supervisor and Responsible Persons

- Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion.
- Ensure risk assessments reviewed at least annually to ensure potential risks are identified and managed.
- Ensure all children have written authorisation from families to leave the service on an excursion.
- Ensure educator to child ratios are maintained during the excursion and address the risks identified.
- Ensure that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day.
- Ensure strategies are in place to provide an accurate attendance record for children attending an excursion.
- Ensure 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.
- Ensure strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, with contact details for each individual.
- Ensure that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.
- Verify that all required equipment and items are taken on the excursion.
- Ensure sunscreen is taken on excursions and that outdoor excursion venues provide adequate shade.
- Ensure at least one staff member accompanying children during the excursion holds a current approved first aid qualification, which includes anaphylaxis management and emergency asthma management training.
- Ensure that children are adequately supervised at all times.
- Ensure parents, guardians and adult volunteers attending the excursion are not left alone with any child or group of children.
- Ensure excursion volunteers understand the details of the excursion, the expectations, and their supervision responsibilities.
- Ensure at least two staff members frequently conduct head checks and account for children during an excursion.
- Ensure records are taken of head checks during an excursion.
- Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, the service or excursion location.
- Ensure records are taken showing children are accounted for as they are picked up from, or dropped off to, the service or excursion location.
- Ensure at least two staff members account for children as they get in or out of a vehicle when being transported by the service.
- Ensure records are taken showing children are accounted for as they get in or out of a vehicle.
- Ensure records are made confirming a check of the inside of a vehicle was completed after all children have disembarked to ensure no children remain in the vehicle.
- Ensure that children being transported by the service are never left unattended in a vehicle to ensure supervision, health and safety, and prevent heat stress.
- Notify the regularity authority if the service provides or arranges regular transportation.
- Ensure staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service.
- Develop strategies to improve children's safety in high-risk situations such as excursions near water or near a road.



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	<ul style="list-style-type: none"> <li>• Ensure that excursions, incursions and events are based on the educational program and meet the needs and interests of children and families.</li> <li>• Provide road safety education prior to, throughout, and following the excursion.</li> <li>• Consider the financial ability of families before deciding on an excursion, incursion or event that would require an additional charge.</li> <li>• Ensure that proposed excursions, incursions and events are inclusive of all children regardless of their abilities, additional needs or medical conditions.</li> <li>• In the event of a missing child, notify regulatory authority within 24 hours.</li> <li>• Prior to the excursion, discuss with children the excursion safety rules.</li> <li>• Prior to the excursion, ensure staff and excursion volunteers have been provided a copy of the excursion plan and risk assessment.</li> <li>• On the day of the excursion, assess the current and forecast weather and any other external situations that could affect the safety of the excursion.</li> <li>• Regularly communicate with, and provide appropriate instructions to, staff and excursion volunteers throughout the excursion.</li> <li>• In consultation with children and staff attending the excursion, complete an excursion evaluation within 1 week after the excursion.</li> <li>• Read, understand, follow and enforce the organisation's policies and procedures.</li> </ul>
<p><b>Educators and Staff Members</b></p>	<ul style="list-style-type: none"> <li>• Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion.</li> <li>• Ensure risk assessments reviewed at least annually to ensure potential risks are identified and managed.</li> <li>• Ensure educator to child ratios are maintained during the excursion and address the risks identified.</li> <li>• Complete accurate attendance records for children attending an excursion.</li> <li>• Ensure 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.</li> <li>• Ensure that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.</li> <li>• Ensure sunscreen is taken on excursions.</li> <li>• Ensure that children are adequately supervised at all times.</li> <li>• Ensure parents, guardians and adult volunteers attending the excursion are not left alone with any child or group of children.</li> <li>• Ensure excursion volunteers understand the details of the excursion, the expectations, and their supervision responsibilities.</li> <li>• Ensure at least two staff members frequently conduct head checks and account for children during an excursion.</li> <li>• Ensure records are taken of head checks during an excursion.</li> <li>• Ensure at least two staff members account for children as they are picked-up from, or dropped-off to, the service or excursion location.</li> <li>• Ensure records are taken showing children are accounted for as they are picked up from, or dropped of to, the service or excursion location.</li> <li>• Ensure at least two staff members account for children as they get in or out of a vehicle when being transported by the service.</li> <li>• Ensure records are taken showing children are accounted for as they get in or out of a vehicle.</li> <li>• Ensure records are made confirming a check of the inside of a vehicle was completed after all children have disembarked to ensure no children remain in the vehicle.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Ensure that children being transported by the service are never left unattended in a vehicle to ensure supervision, health and safety, and prevent heat stress.</li> <li>• Ensure all children have an identification badge.</li> <li>• Be aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service.</li> <li>• Develop strategies to improve children’s safety in high-risk situations such as excursions near water or near a road.</li> <li>• Ensure that excursions, incursions and events are based on the educational program and meet the needs and interests of children and families.</li> <li>• Promote a safe and secure excursion for children, engaging in meaningful interactions throughout.</li> <li>• Refrain from using electronic devices when directly responsible for children, other than for the purposes of the excursion or in an emergency.</li> <li>• Provide road safety education prior to, throughout, and following the excursion.</li> <li>• Role model road safety practices at all times.</li> <li>• Ensure that proposed excursions, incursions and events are inclusive of all children regardless of their abilities, additional needs or medical conditions.</li> <li>• In the event of a missing child, follow procedures detailed in the risk assessment.</li> <li>• Inform families of items required by children for the excursion.</li> <li>• Prior to the excursion, discuss with children the excursion safety rules.</li> <li>• Regularly communicate with, and provide appropriate instructions to, other staff and excursion volunteers throughout the excursion.</li> <li>• Hand children over to another staff member once returning to the service.</li> <li>• In consultation with children and other staff attending the excursion, complete an excursion evaluation within 1 week after the excursion.</li> <li>• Read, understand, follow and enforce the organisation’s policies and procedures.</li> </ul>
<p><b>Parents, Guardians and Families</b></p>	<ul style="list-style-type: none"> <li>• Provide written authorisation for their child to attend excursions, and confirm that all required information is correct and up-to-date.</li> <li>• Provide written authorisation for their child to leave the service premises on routine outings.</li> <li>• Be aware of all the information about excursions or routine outings.</li> <li>• Ensure required medication and medical management plans for their child are in date and available to take on an excursion.</li> <li>• Nominate on their child’s enrolment record any persons having authority to authorise transition of their child.</li> <li>• Communicate any changes to their child’s attendance on the excursion with the nominated supervisor or responsible persons as soon as they are aware, e.g., <i>child absence</i>.</li> <li>• Encourage and support child’s participation in the excursion.</li> <li>• Role model road safety practices.</li> <li>• Update emergency contact numbers regularly.</li> <li>• Sign their child in and out of care when their child arrives at, and leaves, the service.</li> <li>• Provide items required by their child for the excursion.</li> <li>• Ensure child is well enough to attend the excursion.</li> <li>• Read, understand and follow the organisation’s policies and procedures.</li> </ul>





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## Excursion Volunteers

- Provide emergency details for themselves prior to the excursion.
- Grant permission for the staff in charge to seek emergency medical treatment and/or an ambulance service on their behalf, if required.
- Prior to the excursion, read and become familiar with the excursion plan and risk assessment.
- Understand the details of the excursion and the expectations and supervision responsibilities.
- Assume responsibility for the supervision and care of siblings and other children in their care who are not enrolled in the program.
- Implement control strategies detailed in the excursion risk assessment.
- Understand that excursion volunteers will not (excluding own children):
  - be in charge of children for any length of time
  - support a child's toileting
  - change a child's nappy
  - administer first aid or medication
  - record images, audio, or video of children, staff, and other adults.
- Remain under the immediate supervision of staff at all times.
- Follow instructions of staff attending the excursion.
- Seek assistance from staff when needed.
- Treat everyone with courtesy, respect and dignity, and abide by the *Code of Conduct for Families*.
- Maintain appropriate physical, emotional and behavioural boundaries when interacting with children.
- Encourage and support children's participation in the excursion.
- Refrain from bringing unsafe items or engaging in unsafe practices.
- Take reasonable care for the safety and welfare of themselves, children, staff and other adults.
- Immediately inform staff of any safety concerns or if a child appears to be missing from the group.
- Respect the privacy and confidentiality of others by not disclosing, discussing, using, or sharing private, personal, or confidential information.
- Read, understand and follow the organisation's policies and procedures.

## SOURCES

- ACECQA – *Changes to Regular Transportation of Children* – February 2023
- ACECQA – *Excursion Policy Guidelines* – June 2021
- ACECQA – *Guidance for Adequate Supervision During Transportation* – January 2023
- ACECQA – *Minimising the Risk of Children Being Left Behind in Vehicles* – January 2023
- ACECQA – *Safe Arrival of Children* – July 2023
- ACECQA – *Safe Arrival of Children* – October 2023
- ACECQA – *Safe Transportation of Children* – January 2023
- Australian Children's Education and Care Quality Authority
- Children, Youth and Families Act 2005 – September 2023
- Department of Education and Training
- Early Childhood Australia Code of Ethics 2016
- Education and Care Services National Law Act 2010 – July 2023
- Education and Care Services National Regulations 2011 – July 2023
- Gowrie Victoria – *Considerations for Planning Excursions and Regular Outings*
- Guide to the National Quality Framework 2018 – July 2023
- Victorian Government – *Excursions and Regular Outings in ECEC* – April 2023
- Victorian Government – *Transporting Children in Early Childhood Services* – April 2023