Glen Iris Child Care and Kindergarten

GI-014 – Excursions Policy

Policy Number	GI-014
Quality Area	QA2 – Children's Health and Safety • QA3 – Physical Environment • QA6 – Collaborative Partnerships with Families and Communities
National Law	s.167 • s.168 • s.169
National Regulations	Regs. 100–102D • 168 • 169
Related NQS	QA2.2.1 • QA2.2.2 • QA3.2.1 • QA6.2.1
VEYLDF (2026)	Practice Principles – Partnerships with Families • Integrated Teaching and Learning Approaches • Community Connections
Victorian Child Safe Standards:	Standards 2 • 5 • 8 • 11
Version:	1.0
Approved By:	Centre Director
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OUR COMMITMENT

Glen Iris Child care and kindergarten is committed to providing safe, meaningful and well-planned excursions that extend children's learning beyond the service environment.

We recognise that excursions provide valuable opportunities for children to connect with their community, explore new environments, develop confidence and apply their learning in real-life contexts. Every excursion will be carefully planned, risk assessed and supervised to ensure children's health, safety, wellbeing and enjoyment remain our highest priority.

LEGISLATIVE INTENT

This policy supports Glen Iris Child care and kindergarten in meeting its obligations under the Education and Care Services National Law and National Regulations by ensuring all excursions are appropriately planned, risk assessed, authorised by families and supervised.

The policy promotes safe participation while supporting children's learning, community engagement and wellbeing through carefully managed experiences outside the service.

PURPOSE

The purpose of this policy is to:

- Ensure all excursions are safe, well planned and educationally meaningful.
- Protect children's health, safety and wellbeing during excursions.
- Ensure comprehensive risk assessments are completed before every excursion.
- Maintain appropriate supervision and educator-to-child ratios.
- Obtain informed written authorisation from families before children participate.

- Promote children's learning through connections with the local community.
- Ensure compliance with legislative requirements.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Providers.
- Centre Director.
- Nominated Supervisor.
- Responsible Persons.
- Educational Leader.
- Educators.
- Students and Volunteers.
- Families.
- Contractors assisting with excursions.

DEFINITIONS

Excursion
An outing organised by the service where children leave the education and care premises for an educational, recreational or community experience.

Risk Assessment
A documented process used to identify potential hazards, assess risks and implement strategies to minimise those risks before an excursion occurs.

Authorisation
Written permission provided by a parent or authorised nominee allowing a child to participate in a specific excursion.

Transportation
The movement of children from one location to another as part of an excursion using walking.

WHY THIS POLICY MATTERS

Excursions enrich children's learning by providing authentic opportunities to explore their community, build relationships, develop confidence and extend their understanding of the world around them.

Careful planning, thorough risk assessments and effective supervision ensure excursions remain safe while providing meaningful educational experiences that support children's wellbeing, learning and development.

This policy establishes consistent procedures for planning, approving and conducting excursions while ensuring children's rights, safety and best interests remain central to every decision.

GUIDING PRINCIPLES

Glen Iris Child care and kindergarten is committed to:

- Providing excursions that are purposeful, educational and aligned with the educational program.
- Ensuring children's health, safety and wellbeing are the primary consideration in all excursion planning.
- Completing comprehensive risk assessments before every excursion.
- Maintaining appropriate supervision and educator-to-child ratios at all times.
- Respecting children's rights, dignity and individual needs during excursions.
- Working in partnership with families by providing clear information and obtaining informed written authorisation.
- Continuously reviewing excursion practices to ensure they reflect current legislation and recognised best practice.

OUR POLICY

Glen Iris Child care and kindergarten recognises that excursions are valuable opportunities for children to explore, investigate and engage with their local community.
All excursions will be carefully planned and will:

- Support the educational program and children's learning.
- Be appropriate to the children's age, development and abilities.
- Include a documented risk assessment completed before the excursion.
- Have appropriate educator-to-child ratios maintained at all times.
- Ensure children are adequately supervised throughout the excursion.
- Consider children's medical conditions, additional needs and individual requirements.
- Obtain written authorisation from a parent or authorised nominee before participation.
- Ensure educators are familiar with emergency procedures and communication systems.
- Be reviewed following completion to identify opportunities for continuous improvement.

No child will participate in an excursion without the required written authorisation.

HOW WE PUT THIS POLICY INTO PRACTICE

Planning Excursions

Glen Iris Child care and kindergarten will:

- Ensure excursions are linked to children's interests and the educational program.
- Consider children's age, abilities and developmental needs.
- Select destinations that provide safe and meaningful learning opportunities.
- Plan appropriate supervision and staffing arrangements.
- Consider weather conditions and environmental risks.
- Ensure all required documentation is completed before the excursion.

Risk Assessments

Before every excursion, the service will complete a documented risk assessment that considers:

- The proposed destination.
- Method of transport (if applicable).
- Supervision requirements.

- Educator-to-child ratios.
- Children's medical conditions and individual needs.
- Potential hazards and risk control measures.
- Emergency procedures.
- Communication methods.
- Toilet, hygiene and drinking water facilities.
- Weather conditions.
- Collection and return arrangements.

Risk assessments will be reviewed whenever circumstances change.

Family Authorisation

The service will:

- Provide families with sufficient information about each excursion.
- Obtain written authorisation before a child participates.
- Include details of:
    - Destination.
    - Date and time.
    - Method of transport.
    - Purpose of the excursion.
    - Supervision arrangements.
    - Items children may require.
- Respect a family's decision if they choose not to have their child participate.

Supervision

Educators will:

- Maintain active supervision at all times.
- Conduct regular head counts throughout the excursion.
- Allocate children to small supervised groups where appropriate.
- Carry emergency contact information and children's medical management plans.
- Ensure first aid equipment accompanies every excursion.
- Respond immediately to any safety concerns.

Transportation (where applicable)

Where transportation forms part of an excursion, Glen Iris Child care and kindergarten will:

- Ensure transportation arrangements comply with legislative requirements.
- Confirm children are safely supervised while embarking, travelling and disembarking.
- Verify attendance before departure, during the excursion and upon return.
- Ensure all required safety equipment is used appropriately.
- Maintain communication with the service where required.

Emergency Preparedness

The service will:

- Carry a fully stocked first aid kit.
- Carry emergency contact details for every child.
- Ensure at least one educator with current first aid qualifications attends.
- Have access to a charged mobile phone.
- Follow the service's Emergency and Evacuation Policy where required.
- Notify families promptly of any significant incident.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure systems support the safe planning and management of excursions.
- Allocate appropriate resources for excursion safety.
- Ensure legislative requirements are met.
- Support continuous improvement of excursion procedures.

Centre Director

Will:

- Approve excursions before they occur.
- Ensure risk assessments are completed and reviewed.
- Verify staffing and supervision arrangements.
- Ensure family authorisations are obtained.
- Monitor compliance with legislative requirements.
- Review excursion practices following each outing.

Educational Leader

Will:

- Support educators to plan educationally meaningful excursions.
- Ensure excursions align with the educational program.
- Encourage reflection on children's learning following excursions.
- Promote curriculum links with community experiences.

Responsible Persons

Will:

- Oversee the safe conduct of excursions.
- Monitor supervision throughout the excursion.
- Respond to emergencies if required.
- Ensure children's health, safety and wellbeing remain the priority.

Educators

Will:

- Participate in planning and risk assessment.
- Actively supervise children at all times.
- Conduct head counts regularly.
- Follow emergency procedures.
- Support children's learning throughout the excursion.
- Report hazards, incidents or concerns immediately.
- Maintain accurate attendance records during the excursion.

Students and Volunteers

Will:

- Work under the direction of educators.
- Support children's participation while remaining within the scope of their role.
- Follow all excursion procedures.
- Immediately report any concerns to an educator.
- Maintain professional conduct throughout the excursion.

Families

Will:

- Read excursion information carefully.
- Provide written authorisation before their child participates.
- Inform the service of any changes to their child's medical needs before the excursion.
- Ensure their child arrives prepared with any requested items.
- Communicate any concerns or questions before the excursion takes place.

GLEN IRIS IN PRACTICE

At Glen Iris Child care and kindergarten, excursions are thoughtfully planned as meaningful extensions of our educational program. We believe children learn best through authentic experiences that connect them with their local community, environment and the world around them.

Whether children are exploring a local park, visiting community facilities or participating in a planned excursion, educators carefully consider each child's age, developmental stage, interests and individual needs during the planning process. Comprehensive risk assessments are completed before every excursion and are reviewed whenever circumstances change.

Educators prepare children for excursions through discussions, visual supports, safety reminders and conversations about what they may see, hear and experience. During excursions, educators actively supervise children, conduct regular head counts and maintain communication to ensure every child remains safe, secure and supported. Following each excursion, educators reflect with children on their experiences and use these reflections to inform future curriculum planning, strengthen community partnerships and continually improve excursion practices.

CHILDREN'S VOICE IN ACTION

Children are active participants in planning, experiencing and reflecting on excursions. Children's voices are supported when they:

- Suggest places they would like to explore.
- Share questions and ideas that guide excursion planning.
- Help develop safety expectations before leaving the service.
- Make observations and discoveries throughout the excursion.

- Reflect on their experiences through conversations, drawings, photographs and documentation.
- Share ideas for future community experiences and investigations.

Educators intentionally incorporate children's interests and ideas into excursion planning, ensuring each experience is meaningful, engaging and relevant to their learning.

EXCEEDING PRACTICE

Glen Iris Child care and kindergarten goes beyond legislative requirements by viewing excursions as collaborative learning experiences that strengthen children's connection with their community, families and environment.

Excursions are planned through consultation with children, families and educators, ensuring experiences are purposeful, culturally responsive and aligned with children's emerging interests. Rather than focusing solely on compliance, educators use risk assessments as reflective planning tools that support thoughtful decision-making and continuous improvement.

Following each excursion, educators critically reflect on children's engagement, learning outcomes, supervision strategies and organisational processes. These reflections inform future planning, strengthen risk management practices and enhance the quality of community-based learning experiences.

CONTINUOUS IMPROVEMENT

Glen Iris Child care and kindergarten is committed to continually improving excursion planning and practices.

This policy will be reviewed through:

- Reflection following each excursion.
- Feedback from children, families and educators.
- Review of excursion risk assessments.
- Evaluation of supervision and safety practices.
- Professional learning.
- Quality Improvement Plan goals.
- Changes to legislation and recognised best practice.
- Ongoing development of community partnerships.

Continuous improvement ensures excursions remain safe, educationally valuable and responsive to the interests and needs of children and families.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **s.167 –** Protection from harm and hazards.
- **s.168 –** Education and care service policies and procedures.
- **s.169 –** Policies and procedures to be followed**.**

Education and Care Services National Regulations 2011

- **Regs. 100–102D –** Risk assessments, authorisations and transportation requirements for excursions.
- **Reg. 168 –** Education and care service policies and procedures.
- **Reg. 169 –** Policies and procedures to be followed**.**

National Quality Standard

Quality Area 2 – Children's Health and Safety

- QA2.2.1 – Supervision.
- QA2.2.2 – Incident and emergency management.

Quality Area 3 – Physical Environment

- QA3.2.1 – Inclusive environment.

Quality Area 6 – Collaborative Partnerships with Families and Communities

- QA6.2.1 – Transitions.
- QA6.2.3 – Community engagement.

Victorian Early Years Learning and Development Framework (VEYLDF) 2026

- Practice Principles for Learning and Development.
- Partnerships with Families.
- Integrated Teaching and Learning Approaches.
- Community Connections.

Victorian Child Safe Standards

- **Standard 2** – Child safety and wellbeing is embedded in leadership, governance and culture.
- **Standard 5** – Equity is upheld and diverse needs are respected in policy and practice.
- **Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Supervision Policy
- Incident, Injury, Trauma and Illness Policy
- Emergency and Evacuation Policy
- Medical Conditions Policy
- Child Safe Environment Policy
- Risk Management Policy
- Enrolment and Orientation Policy
- Educational Program and Practice Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Excursion Risk Assessment
- Excursion Authorisation Form
- Excursion Attendance Record
- Head Count Checklist
- First Aid Checklist
- Emergency Contact List
- Medical Management Plans
- Incident Report Forms
- Reflective Excursion Evaluation
- Quality Improvement Plan

EVIDENCE OF PRACTICE

Glen Iris Child care and kindergarten demonstrates this policy through:

- Comprehensive documented risk assessments completed before every excursion.
- Written parent or authorised nominee authorisations.
- Educator-to-child ratios maintained throughout excursions.
- Regular head counts and active supervision.
- First aid equipment and emergency contacts accompanying every excursion.
- Children's ideas informing excursion planning.
- Post-excursion critical reflection and curriculum evaluation.
- Ongoing review of excursion procedures through the Quality Improvement Plan.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection strengthens our ability to provide safe, engaging and meaningful excursion experiences.

Reflective questions include:

- Were children's learning outcomes enhanced through the excursion?
- Did our risk assessment effectively identify and minimise potential risks?
- Were supervision arrangements appropriate throughout the excursion?
- How did children's ideas influence the planning and success of the excursion?
- How effectively did we communicate with families before and after the excursion?
- What worked well, and what could be improved for future excursions?
- How can we strengthen our partnerships with the local community through future excursion opportunities?

Outcomes from these reflections inform future excursion planning, educator professional learning, policy review and our Quality Improvement Plan.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris Child care and kindergarten Governance, Policy and Procedures Manual. Developed to align with the Education and Care Services National Law, National Regulations, National Quality Standard, VEYLDF (2026) and Victorian Child Safe Standards.