



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre Excursion Policy

Approved by the School Principal 5 March 2025

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Excursion Policy

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1 Aim

To ensure all appropriate measures are taken to ensure children enjoy safe excursions into their community.

2 Related Policies

Acceptance and Refusal of Authorisations Policy
Emergency Management and Evacuation Policy
Incident Injury Trauma and Illness Policy
Physical Environment Policy (Sun Safety and Water Safety)
Staffing Arrangements Policy
Transport Policy

3 Implementation

- 3.1.1 Our educators recognise that excursions and regular outings offer a fun way of connecting children with their community, contribute to their sense of belonging and provide endless opportunities to extend children's learning. Information gained during excursions can be used to plan ongoing activities and experiences that may last days or weeks as learning about one thing leads to new and exciting discoveries about related or different topics.
- 3.1.2 Excursions also allow educators to demonstrate how their practice is shaped by meaningful engagement with the community.
- 3.1.3 Children's health, safety and wellbeing during excursions and regular outings is a priority. Children will only be taken on an excursion or regular outing if we have appropriate authorisation and they will always be conducted in ways that minimise and address any risks identified in our risk assessments.

4 Risk Assessments

- 4.1.1 Safety during excursions is a priority. The Nominated Supervisor or educators will always complete a risk assessment to identify, assess and remove or reduce risks the excursion may pose to the safety, health and wellbeing of and each child before children are transported unless the arrangement is a 'regular outing (i.e. a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances and risks are substantially same on each outing) and a risk assessment has been completed within the last 12 months. The risk assessment will cover:
- Any risk that the excursion may pose a risk to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised (this may include sun protection considerations)
 - Proposed route and destination
 - Any water hazards and associated risks
 - Means of transport and child restraint/seat belt requirements
 - The process for entering and exiting the service premises or destination, and procedures for embarking and disembarking transport, including how each child will be accounted for
 - Number of educators and children (and ratio)
 - Whether extra adults are required for supervision/safety -educator to child ratios are minimum requirements. You may discuss supervision strategies at a staff meeting e.g. sourcing high-vis vests and ropes which children can hold on to
 - Any special skills required
 - Proposed activities
 - Proposed duration
 - Any specific health care needs or medical conditions that need to be managed
 - Items that should be taken
- 4.1.2 The Nominated Supervisor will update risk assessments for regular outings and obtain new authorisations from parents/guardians when circumstances that may affect the arrangements change, including for example:
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- weather conditions (summer versus winter, extreme weather events like heatwaves, floods and bushfires)
- changes in routes, for example because of roadworks
- the numbers and vulnerabilities of children.

5 Authorisations for Excursions

5.1.1 Authorisation for a child to be taken on an excursion must be given by a parent or other person named in the child's enrolment record as having authority to authorise the excursion unless the arrangement is a 'regular outing and there's an authorisation which is less than 12 months old. The authorisation will include:

- Child's name
- If it's a regular outing, a description of when the child is to be taken on the regular outings
- If it's not a regular outing, the date of the excursion
- Destination and proposed activities
- if transport involved, the means of transport, and any requirements for seatbelts or safety restraints under the relevant state/territory law
- How long the child will be away from the centre
- Expected number of children attending
- Expected ratio of educators to children
- Expected number of additional adults who will be attending
- Items child is required to bring from home for excursion
- Advice risk assessment available at service.

6 Excursion Procedure

6.1.1 The Nominated Supervisor and educators will always implement the Excursion Procedure to eliminate or minimise any risks associated with an excursion and ensure compliance with all Regulations.

7 Sources

National Quality Standard

2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

6.2.3 Community engagement – The service builds relationships and engages with its community

7.1.2 Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service

7.1.3 Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

Education and Care Services National Law

165 Offence to inadequately supervise children

Education and Care Services National Regulations

4 Definitions (Regular Outing)

89 First aid kits

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

168(2)(g) Education and care services must have policies and procedures dealing with excursions, including procedures complying with regulations 100 to 102

Early Years Learning Framework

Learning Outcome 4

Children transfer and adapt what they have learned from one context to another.
Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.

Learning Outcome 5

Children interact verbally and non-verbally with others for a range of purposes.

8 Tools

Excursion Procedure

Excursion - ACECQA Risk Assessment Template

Authorisation - Excursion

Authorisation - Excursion Regular Outing

Excursion Checklist Nominated Supervisor

Excursion Checklist Educators

Excursion Evaluation

9 Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: February 2024

10 Authorisation

ELC Document Name	Excursion Policy	
Name of Reviewer: Approved Provider	Principal Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Approved	March 2025	

11 History

Date	Amendment
February 2024	1. Reviewed
March 2025	2. Reviewed no changes. New format.