

Our Lady of Hope Greenwith Campus

Outside School Hours Care



POLICY AND PROCEDURE

DOCUMENT

EXCURSIONS/INCURSIONS/TRANSPORT

Our Lady of Hope Greenwith Campus Outside School Hours Care

Excursion, Incursion and Transport Policy and Procedure

Policy statement

Our Lady of Hope Greenwith Campus OSHC provides opportunities for children in care to safely participate in excursions/incursions, including while being transported. Excursions/incursions enhance children's development by extending and enriching their range of learning experiences while engaging with the local/wider community and environment. Comprehensive risk assessments are completed, and permissions are obtained for all excursions/incursions to ensure that children's health, safety and wellbeing is paramount at all times.

Why this policy is needed [Regulations 99-102]

Our Lady of Hope Greenwith Campus OSHC is committed to expanding children's learning, development and wellbeing through their engagement in safe and well-planned excursions/incursions. Children's engagement in excursions/incursions supports them to gain a sense and understanding of how they connect to the community/world around them.

Who this policy is for

There are a number of stakeholders (Directors, Nominated Supervisors, Educators and other staff at Our Lady of Hope Greenwith Campus OSHC who need to have knowledge and understanding of this policy and ensure that it is implemented. The Principal of Our Lady of Hope School has the delegated authority for the approval of the ECEC Excursions/Incursions including safe transport policy.

How this policy relates to *children*

Children need:

- A safe, stimulating and inclusive environment with a wide range of experiences.
- Experiences that take into account their individual developmental needs, interests and strengths, are culturally responsive and contextually appropriate.
- Opportunities to explore the community/environment beyond the centre.
- Appropriate and active supervision at all times to ensure their safety, health and wellbeing.

How this policy relates to *parents/guardians*

Parents/Guardians need:

- To have access to the excursion/incursion policy and procedures.
- Access to information about the excursion/incursion including the safety practices that will be followed to protect children from harm and hazards e.g. risk assessment.
- To provide written permission/authority for their child to participate in excursions and/or incursions.
- The option to withdraw their child from the excursion/incursion if they wish and to know that plans will be made to ensure their child's care needs continue to be met.

- To be aware that if their child is sick on the day of the excursion/incursion they will be unable to participate/attend.

How this policy relates to educators/staff

Educators/staff need:

- To read, understand, comply with and implement the excursion/incursion policy and procedures. (Including ensuring all legislative requirements are met to ensure that the health, safety and wellbeing of all children is paramount).
- To take in to account individual children's learning, developmental needs/interests and strengths, with consideration given to cultural responsiveness and contextual appropriateness.
- Have thorough, clear and concise plans for the excursion/incursion informed by a comprehensive risk assessment that has carefully considered a broad range of potential risks.
- Minimise any risks identified and/or make alternative plans where necessary.
- To ensure appropriate educator to child ratios.
- To encourage and support assistance from families/volunteers.
- To support children to be aware of the expectations/limits regarding safety and interactions while on an excursion or participating in an incursion.
- To maintain secure, respectful and reciprocal relationships during an excursion/incursion.
- Respond promptly and appropriately manage and report any incident/emergency that occurs during the excursion/incursion.
- To ensure the risk assessment always reflects the actual practice and is reviewed regularly and/or when changes require it to be reviewed.

How this policy relates to management – e.g. approved provider/nominated supervisor/service director

Management (including CESA Early Years, nominated supervisors e.g. Principals/service directors) need:

- To ensure that educators/staff comply with all the legislative requirements/obligations in relation to excursions/incursions to protect all children's safety, health and wellbeing. (Specifically, to ensure every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.)
- The centre director and/or the responsible person will ensure a completed copy of the Excursion or Incursion **Risk Assessment and Management Plan** is endorsed/approved by the nominated supervisor prior to permission being sought from parents/guardians.
- When the Excursion/Incursion Assessment and Management Plan has been approved, the service/centre director and/or the responsible person will ensure that written parent/guardian permission/authority is obtained.
- To ensure educators/staff and parents/guardians are provided with or have access to Our Lady of Hope Greenwith Campus OSHC centre's excursion/incursion policy and risk assessment.

How the Policy will be implemented [Regulations 100, 101, 102]

Planning Requirements

- Excursions/incursions will be planned in response to the children's needs, interests, strengths and capabilities.
- All children, including those with learning and support needs, will be provided opportunities to be included in excursions/incursions, unless exceptional circumstances exist.
- All educators/staff will ensure that excursions/incursion are linked to a learning framework/s e.g. Early Years Learning Framework V2.0, 2022.
- The centre/service director will ensure that a responsible person will coordinate, monitor and review the excursion/incursion. This person will be responsible for checking that the excursion/incursion plans are effective and are revised as necessary during the excursion/incursion.
- The responsible person will follow appropriate procedures such as those outlined in the excursion/incursion and/or a regular outing/transport process checklists. The checklists help to guide thorough planning and maximise the safety of children, specifically in regard to the safe arrival and departure of children.
- The responsible person may refer to an excursion/incursion process checklist to guide thorough planning and maximise the safety of children.
- Appropriate educative session/s about excursions/incursions to prepare children and/or educators/staff re what to expect and what is expected, and behaviour and safety practices may be planned and conducted.

Risk assessment requirements

- A comprehensive risk assessment will be completed to identify, assess and minimise any risks the proposed excursion/incursion poses to the safety, health or wellbeing of any child participating.
- The Excursion or Incursion or Regular Outing/Transport **Risk Assessment and Management Plan** tool will be completed to assess the risks.
- When planning an excursion, the **Risk Assessment and Management Plan** will address and evaluate all of the following factors:
 - the proposed experiences/activities or any water hazards and risks associated with water-based experiences
 - the length of time of the excursion, including departure and arrival times
 - the proposed route and destination/s for the excursion
 - transport details:
 - the means of transport with a focus on safety
 - any seatbelt or safety restraints requirements under the law
 - the process for entering and exiting the centre's premises
 - the pickup and destination location/s
 - procedures for embarking and disembarking the means of transport
 - how each child will be accounted for on embarking and disembarking the means of transport
 - the number of children involved in the excursion
 - the number of educators or other responsible adults required to provide adequate supervision, ensuring appropriate educator to child ratios
 - whether any adults with specialised skills are required in the number of adults, including parents/volunteers to be involved in the excursion

- verification of the facilities available at the destination/s or venue/s e.g. toilet handwashing, accessibility to food and drinks and shade available
- list of items - documents, supplies and equipment required to be taken on excursion e.g. mobile phones, emergency contact list, transport record & clothing appropriate to weather forecasted
- A pre visit to the proposed excursion site/s when feasible will be conducted to assess any risks firsthand and verify that there is access to the necessary facilities/resources. e.g. toilets/handwashing/shade/mobile phone coverage etc.
- If a pre-visit for an excursion is not possible, information about the destinations/venue should be obtained using alternative means. e.g. speaking directly with people at the venue, other educators who have previously visited that site or online research.
- When planning an **incursion**, the risk assessment will address and evaluate all of the following factors: (Refer to Incursion Risk Assessment and Management Plan)
 - the proposed experiences/activities
 - the length of time of the incursion, including start and finish times
 - who and how many visitors will be attending the service/centre
 - appropriate clearances for visitors
 - safety considerations e.g. any hazards during incursion
 - access required to service – spaces to be used
 - the number of children expected to attend incursion
 - the number of educators or other responsible adults required to provide adequate supervision. Ensure appropriate educator to child ratios and whether any adults are required with specialised skills
- If an excursion/outing/incursion occurs on a regular basis, a risk assessment is completed once a year, unless any circumstances have changed since the initial/previous risk assessment was completed
- Conducting risk assessments is an ongoing process

Authorisation/Permission Requirements

- All excursion authorisations must be given by a parent/guardian or other person named on the child's enrolment record as having authority to authorise taking the child outside the centre by an educator. The authorisation must state all of the following:
 - the child's name
 - the reason the child is to be taken outside of the centre premises
 - the date the child is to be taken on the excursion and how long the child will be away from the centre
 - a description of the proposed destination/s for the excursion and the proposed activities/experiences planned for the children
 - details about transporting the children – type of transport, the requirements for seatbelts or safety restraints under the Law and the period of time child is being transported
 - the anticipated number of children likely to be attending the excursion
 - the expected educator to child ratio and the number of staff members and any other adults who will accompany and supervise the children on the excursion
 - any special items children are required to bring on the excursion
 - that a risk assessment has been prepared and is available at the centre

For an incursion, parents/guardians will be provided with an authorisation form clearly stating all of the following:

- the child's name
- who is visiting the service/centre
- the date and time/duration the visitor/s are coming to the service/centre
- a description of the activity/performance the incursion involves
- the proposed activities/experiences for the child during the incursion
- the anticipated number of children likely to be involved
- the expected educator to child ratio and the number of staff members and any other adults who will be involved and supervise the children during the incursion
- the anticipated number of adults/volunteers who will attend and support the children and educators during the incursion
- any special items children are required to bring to the incursion requires that a risk assessment has been prepared and is available at the centre
- The authorisation form for an excursion and/or an incursion will be given to parents/guardians after a risk assessment and management plan has been completed but prior to the excursion/incursion occurring.
- Children may be taken on walking excursions within the local community when parents/guardians have signed the authority incorporated within the enrolment form and/or a separate permission authority form.
- When a regular outing occurs, irrespective of the means of transport, the permission authorisation may be valid for up to 12 months unless there are any changes required to be made.
- A new parent/guardian authorisation/permission must be obtained for regular outing/transport at least every 12 months or whenever any change is made to the regular outing/transport risk assessment. The regular outing/transport risk assessment must be completed before a parent/guardian gives authorisation/permission.

Transport Requirements

- Our Lady of Hope Greenwith Campus OSHC
- in collaboration with CESA Early Years, has committed to follow the legislative requirements that are applicable for children who are regularly transported while in care, to also include children transported during excursions.
- The following will be required to ensure the children's health, safety and well-being:
 - A responsible person other than the driver will be responsible for effectively accounting for the children as they get in or out of a vehicle at the centre.
 - A record will be made and completed to show that children have been accounted for at the time they get in or out of a vehicle at the centre. (Refer to the Excursion Transportation Record).
 - A record will be completed confirming a thorough check of the inside of the vehicle was conducted at the centre, when it is believed that all children have left, to ensure no children inadvertently remain.
 - The records made will reflect how the children were accounted for when getting on and off a vehicle. The responsible person completing the record will ensure their name, signature, date and time are included on the record.
 - Educator to child ratios will be met when transporting children.
 - There must be one person in attendance in any vehicle used to transport children who has first aid, asthma and anaphylaxis training. If the excursion was to occur on a regular

basis and involves children being regularly transported (e.g. daily/weekly) there is an additional requirement to those listed above. The centre staff and management must notify the Regulatory Authority (Education Standards Board) when they start providing or arranging regular transport and again when they finish providing regular transport.

- Regard will be given to the state laws/legislation and requirements that might apply to modes of transport, seatbelt requirements and licencing of drivers etc.
- Endeavour to use buses fitted with appropriate child restraints for the age of the children attending an excursion.
- In the event that the children participate in a regular outing that involves using any means of transport e.g. walking or being driven, the educators/staff will ensure that an appropriate risk assessment has been completed and is reviewed at least once every 12 months or immediately if any new risks or changes necessitate.
- Procedures developed for a regular outing (e.g. regular outing process checklist) will be followed to ensure that children's safety, health and wellbeing is paramount at all times.

Staffing Requirements

- The service/centre director will ensure that a responsible person coordinates and is in charge of each excursion/outing or incursion.
- A responsible person assigned as the excursion/incursion coordinator will be in charge of children at all times during an excursion/incursion.
- Management must ensure the maximum number of children is not exceeded during the excursion/incursion.
- While the legislation does not specify a higher educator to child ratio for excursions/incursions, a risk assessment may determine it is required to ensure all children are actively supervised and protected from harm and hazards at all times. The decision for a higher educator to child ratio may be determined by factors such as:
 - individual children's needs including age and abilities
 - the destination and length of the excursion/incursion
 - any significant hazards e.g. water-based activities/crossing major roads etc.
 - the type of transport being used
 - previous experiences/feedback.
- An educator in charge of any water-based excursion/incursion must have current first aid qualifications and have the ability to implement rescue and safety procedures.
- Adult volunteers/parents/guardians may be invited to support educators on excursions or during an incursion, but will not be included in the prescribed legislated educator to child ratios

Safety/Health Requirements

- All educators/staff will know and implement the excursion or incursion plans developed, with a critical emphasis on safe practices, active supervision and risk minimisation.
- The educator in charge is responsible for coordinating that there are appropriate and sufficient supplies and equipment taken on the excursion or available for an incursion.
- The publicised itinerary will only be changed, if the person in charge of the excursion assesses that it is necessary for the safety and wellbeing of children and/or because of extreme/adverse weather conditions.
- A portable version of the contact details of each child's parent or guardian, authorised nominee(s), and contact details of each child's medical practitioner are to be taken on the excursion

- A list of all the children, educators/staff and volunteers attending the excursion will be left at the centre with emergency contact details included.
- Ensure that effective communication tools are available throughout the excursion e.g. fully charged mobile phones etc.
- All children and educators/staff will follow sun safe practices, including wearing sun safe hats.
- All excursions/incursions will consider infection control/standard precaution measures.
- Educators/staff will ensure that medical/health/dietary plans are up to date, and all the required resources/equipment/supplies are prepared and securely packed and taken on an excursion or are accessible during an incursion.
- Ensure that an up to date portable first aid kit is appropriately stocked/equipped and is taken when an excursion is conducted.
- Specific protective measures will be considered to maximise the children's safety during excursions e.g. wearing high vis vests with the centre name and contact phone number/s.
- When children, especially young children, are taken on an excursion in the local community that does not involve the use of a transport vehicle, they will be appropriately supervised and safely contained and/or restrained in a pram/stroller/pusher in accordance with their age/size.
- If a parent/guardian does not wish their child to participate in the excursion/incursion, the child will be appropriately cared for and supervised by other educators at the service/centre

After Excursion/Incursion Requirements

- At the completion of an excursion or incursion, a reflective review will be undertaken by the educators/staff involved to evaluate the experience/s.
- An after excursion/incursion process checklist can be used to guide the review/evaluation process.
- The information gathered from the review/evaluation will be recorded.

Excursion/Incursion Policy Support Documents

Excursion support documents

Risk Assessment – OSHC and Early Years Offsite Excursions (Mandatory)
Excursion Permission Form (Mandatory)
Excursion Transportation Record (Mandatory)
Excursion – Ready to take checklist
Contents of excursion kit

Incursion support documents

Risk Assessment – OSHC and Early Years Incursion (Mandatory)
Incursion Permission Form (Mandatory)
Incursion- Ready to take checklist

Excursion/Incursion and regular outing/transport support documents

Excursion – Incursion process (before/during/after) checklist
Regular outing transport (before/during/after) checklist

No separate transport policy required in accordance with *Regulation 168 (ga) if the service transports or arranges transportation of children other than as part of excursions, transportation including procedures complying with Division 7 of Part 4.2 of Chapter 4;*

Related CESA Policies/Documentation

CESA Code of Conduct

[Excursions - including Camps and Overseas Travel](#)

[Safe Environments for All | Catholic Education South Australia \(cesa.catholic.edu.au\)](http://cesa.catholic.edu.au)

| Key Terms | |
|-------------------|--|
| Regular transport | In relation to an education and care service, means a walk, drive or trip to and from a destination: <ul style="list-style-type: none">• that the service visits regularly as part of its educational program, and• where the circumstances relevant to the risk assessment are substantially the same on each outing (National Regulations). |
| Regular outing | In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported |

Record history

Review and Record History [Regulation 170, 171 and 172]

You can only amend the customised content within this procedure

Parents of children enrolled at the service must be notified at least 14 days before making any change that may have a significant impact on:

- a) The services provision of education and care to any child enrolled at the service
- b) The families' ability to utilise the service.

If you consider the notice period would significantly pose a risk to the health, safety and wellbeing of children then parents can be notified of the change as soon as practicable.

Last reviewed: [2/12/2025]

Next review date: [02/09/2030]

Approved by: Out of School Hours Care (OSHC) & Preschools Compliance Officer

Contact:

Learning and Curriculum

Early Years

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School Board reviews and develops policies that consider our context, regulations, and standards.

| Principal's Signature | DATE |
|--------------------------------|------|
| PAUL BENNETT | |
| OSHC Director DIANE GRIGUOL | |

Ratified by the OSHC Management Committee

| Chairperson's Signature | DATE |
|-------------------------|------|
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