

Excursion and Incursion Policy

Introduction

Excursions and incursions are an important part of our educational program. They provide children with meaningful opportunities to extend their skills, knowledge, and interests by engaging with the wider community and welcoming external visitors into our Service. These experiences are carefully planned to ensure children's safety, wellbeing, and enjoyment, while also supporting the principles and practices of the My Time, Our Place Framework.

National Quality Standard

This policy reflects Quality Area 2: Children's Health and Safety and Quality Area 4: Staffing Arrangements of the National Quality Standard. At all times, our educators ensure that children are protected from harm through adequate supervision, effective risk management, and appropriate planning. Excursions and incursions are also aligned with the values of the ECA Code of Ethics, which emphasises respect, inclusion, and shared learning opportunities.

Purpose

The purpose of this policy is to ensure that every excursion and incursion undertaken by our OSHC Service is planned and conducted with children's health, safety, and wellbeing as the highest priority. We believe these experiences enrich children's development and learning by allowing them to connect with the world beyond the Service in safe and meaningful ways.

Scope

This policy applies to all children, families, educators, management, and visitors of the OSHC Service.

Planning Excursions and Incursions

Excursions and incursions are planned in advance, with clear links to the educational program and children's current interests. When planning, educators consider factors such as travel time, safety, access to facilities, supervision, cost, weather conditions, and inclusivity. We ensure that all activities are accessible for every child, including those with additional needs.

Excursions may include both one-off outings and regular visits to familiar locations, while incursions involve inviting community groups, educators, or performers into the Service to share experiences with the children.

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Risk Assessment and Authorisation

A thorough risk assessment is conducted for every excursion and incursion in line with the Education and Care Services National Regulations. This assessment identifies potential hazards, outlines strategies to minimise risks, and details supervision and safety measures. Families are welcome to view these risk assessments on request.

Written authorisation from a parent or authorised nominee is required before a child can participate in an excursion. Authorisation forms clearly outline details such as the destination, transport arrangements, activities, supervision ratios, and the duration of the excursion. For regular outings, written consent is renewed annually. Parental authorisation may also be requested for incursions if a cost or specific consent is required.

Supervision and Staffing

Children are always supervised by qualified educators, with ratios maintained in accordance with the National Regulations. Additional educators may be engaged where children have higher needs or where excursions require specialised supervision. Educators are trained in first aid, asthma, and anaphylaxis management, ensuring immediate response to any health or safety concern. Parents and volunteers may be invited to participate but are not included in educator-to-child ratios and are always supervised by educators.

Safety Procedures

Educators ensure that children's attendance is accurately recorded and that no child is ever left unsupervised or behind. Emergency contacts, first aid kits, mobile phones, and any required medications are always carried. Toilets and public facilities are checked before use, and children are supervised at all times.

In the unlikely event that a child becomes unaccounted for during an excursion, educators will immediately follow emergency procedures, including conducting a thorough search, notifying venue staff, contacting police if necessary, and informing families. Any serious incidents will be reported to the Regulatory Authority within 24 hours, as required under the National Law.

Insurance and Legal Compliance

Our Service ensures that all excursions and incursions are fully covered by insurance and that all visiting groups and external providers hold appropriate clearances and qualifications. We comply with all relevant sections of the Education and Care Services National Law and Regulations, ensuring that children's rights and safety are upheld at all times.

Family Communication and Involvement

Families are kept informed about all excursions and incursions through permission forms, newsletters, and updates. We value family feedback and invite families to share suggestions for future experiences that align with children's interests. By building partnerships with families and the community, we create inclusive and meaningful opportunities for children to learn and grow.

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Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the planning and implementation of excursions and incursions.

This means that all excursions and incursions must be carefully planned and conducted in a way that prioritises the safety, health and wellbeing of children above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable precautions to protect children from harm and hazards, ensuring that comprehensive risk assessments are conducted, appropriate supervision is maintained, and all safety procedures are followed at all times.

The Service will ensure that all excursions and incursions are inclusive, well supervised and responsive to the individual needs of children. Educators will remain vigilant to potential risks, respond promptly to any concerns, and ensure that children are supported in a calm and safe manner throughout the experience. In the event of an incident or emergency, immediate action will be taken to ensure children's safety, including following emergency procedures and notifying families and relevant authorities as required.

All practices relating to excursions and incursions must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure they feel safe, supported and cared for at all times.



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Review of Policy

This policy is reviewed regularly to ensure compliance with the latest legislation, regulations, and standards, as well as to reflect feedback from families, staff, and the community. Through reflection and continuous improvement, we remain committed to supporting children and families through every step of the enrolment and orientation journey.

Review

Date:	Changes:	Reviewed by:
26/11/2021	New policy (All updated)	Charmayne Nathan
04/07/2024	No changes - reviewed	Charmayne Nathan
17/09/25	Policy was updated, information was condensed.	Charmayne Nathan
24/4/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan