

Excursions Policy - WA

Quick reference: child safety | paramount consideration | harm | risk of harm | child safe standards | code of conduct | supervision | duty of care | privacy | record keeping | incidents | supporting children | child safe standards | safeguarding | physical safety | child safe governance | risk assessment | authorisations | record keeping | first aid | hazard | harm | emergency response | transportation

PURPOSE AND BACKGROUND

- (1) The purpose of excursions and regular outings should be to enhance children's learning, promote children's wellbeing and build and maintain meaningful connections with community.
- (2) This policy is a requirement under the *Education and Care Services National Regulations*. The approved provider must ensure that policies and procedures are in place for managing excursions including:
 - Conducting risk assessments before each excursion
 - Conducting periodic risk assessments for regular outings
 - Obtaining written authorisations from families or authorised nominees.
- (3) This policy helps us to comply with national and state specific legislation and frameworks including the *National Child Safe Standards*, *The National Quality Standards* and occupational health and safety.
- (4) This policy applies to all physical, digital and online environments of our service (including off-site and outside of operating hours)

POLICY STATEMENT

- (5) The safety, rights and best interests of all children is our paramount consideration in all decisions and actions taken when providing care and education for children (the paramount consideration) (*National Law s 2A*). The rights and best interests of each child must prevail over all our other interests or obligations.
- (6) We are committed to meeting our regulatory requirements and taking all reasonable steps to protect children's safety, health and wellbeing when on an excursion or regular outing.
- (7) The approved provider and nominated supervisor must take every reasonable precaution to protect children from harm and from any hazard likely to cause injury (*National Law s 167*) and ensure that all children are being adequately supervised at all times (*National Law s 165*).

- (8) Our physical and online environments must promote safety while minimising the opportunity for children to be harmed (Child Safe Standards/Principles).
- (9) We must discharge our duty of care to children at our service in line with the *National Law* and *National Regulations*, work health and safety laws and best practice guidelines.

Excursions and regular outings

- (10) Our educators recognise that excursions and regular outings offer an exciting way for children to connect with their community, strengthen their sense of belonging and explore, extend and enhance their learning.
- (11) Excursions allow educators to demonstrate how their practice is shaped by meaningful engagement with the community.

See Procedure- Planning excursions and regular outings (attached- Appendix B)

- (12) Children's health, safety and wellbeing during excursions and regular outings is paramount.
- (13) Children will only be taken on an excursion or regular outing if we have appropriate written authorisations and they will always be conducted in ways that minimise and address any risks identified in our risk assessments.
- (14) When planning excursions and regular outings educators consider how the event relates to the educational program, how staff and children will participate (including children with additional needs) and if there will be any cost for families.

Risk assessments

- (15) The nominated supervisor or educators must complete a risk assessment *prior* to seeking authorisation from families for an excursion or regular outing (*National Regulations* reg. 100(1)), keeping in mind our paramount consideration is the safety, rights and best interests of children.
- (16) A risk assessment of the specific excursion or regular outing is carried out to identify and assess any risks there may be to the safety, health and wellbeing of children and outline how these risks will be managed and minimised (*National Regulations* reg. 101(1)).
- (17) For a regular outing where the circumstances and risks are substantially the same each outing, a risk assessment must have been completed within the past 12 months (*National Regulations* reg. 100(4)).
- (18) Under *National Regulations* reg. 101(2) a risk assessment must contain:
 - Any risk/s that the excursion may pose 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
- The number of educators and children
- Supervision plans, including whether extra adults are required for supervision/safety (*educator to child ratios are minimum requirements*) and supervision strategies (for example use of high viz vests and ropes which children can hold on to)
- Any special skills required in the responsible adults, including first aid qualifications
- Proposed activities
- Proposed duration
- Items that should be taken

In addition to this, risk assessments should also include:

- Specifically outline of educator-to-child ratios
- Any specific health care needs or medical conditions that need to be managed
- Risk of a child going missing
- Emergency response plans
- Technology and device use
- Sun protection and heat safety considerations.

- (19) The nominated supervisor will update risk assessments for regular outings (and obtain new authorisations from parents/guardians) when circumstances change that may affect the arrangements, including for example:

- weather conditions (summer versus winter, extreme weather events like heatwaves, floods and bushfires)
- changes in routes for example because of road works
- the numbers and vulnerabilities of children.

See Child Safe Environment Policy, Sun Protection and Heat Safety Policy, Transport Policy and Emergency Management and Evacuation Policy and procedures.

Authorisations for excursions and regular outings

- (20) Authorisation for a child to be taken on an excursion or regular outing must be given by a parent or other person named in the child's enrolment record as having authority to authorise the excursion or regular outing.
- (21) Authorisation does not need to be sought for each instance of a recurring regular outing- authorisation must be obtained once in a 12-month period (*National Regulations* reg. 102(5)).
- (22) *National Regulations* reg. 102(4) stipulates that the authorisation will include:
- Child's name
 - The purpose for the excursion or regular outing for example the destination and proposed activities
 - For a regular outing- the day/s and time/s when the child is to be taken on the regular outings
 - For an excursion- the date of the excursion
 - If transport is 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 and supervising the children
 - Items the child is required to bring from home for excursion (for example sturdy shoes, a raincoat)
 - Advice that the risk assessment is available at the service

See Acceptance and Refusal of Authorisations Policy and Child Safe Code of Conduct Policy

Maintaining a child safe environment

Ratios and supervision

- (23) During the risk assessment process, educators will determine whether extra adults are needed to manage the children and activities planned, keeping in mind our paramount consideration is the safety, rights and best interests of children.
- (24) The minimum educator-to-child ratios will be maintained at all times during the excursion or regular outing including during transitions (for example walking to transport), at the destination and during toilet breaks, meals or group splits.
- (25) Children will be allocated to specific educators in small groups for consistent supervision and accountability.
- (26) Staff must conduct regular headcounts as described in our excursion procedure using a roll call list/ipad or name and photo sheet to cross check children's presence.
- (27) Supervision strategies on the excursion or regular outing will include positioning educators at the boundaries, using high viz vests, coloured hats, wristbands, clearly stating to children what the expected behaviour is at the beginning of the excursion/regular outing.

See Staffing Arrangements Policy, Volunteers and Students Policy and Child Safe Risk Management Policy.

First aid

- (28) At least one educator with approved first aid, anaphylaxis, and asthma training must accompany each excursion.
- (29) For larger groups or high-risk outings, we will ensure more than one qualified first aider is present.
- (30) We will carry a fully stocked first aid kit appropriate to the number and needs of children plus any emergency medication (for example EpiPens, asthma puffers).

See First Aid Policy and Emergency Management and Evacuation Policy.

Personal devices

- (31) Personal devices must not be used on excursions unless they are absolutely necessary (i.e there is a genuine need that could not reasonably be foreseen) to ensure the children's safety or to support education or care during the excursion or regular outing.
- (32) We will ensure there is an adequate number of service-supplied devices in order for the use of personal devices not to be regularly required.
- (33) Personal devices must not be used to capture, store or transmit images of any children in our care, at any time.

See Technology and Device Use Policy, Photography and Video Policy and Child Safe Code of Conduct.

PRINCIPLES

- (34) The best interests, rights, welfare, safety and wellbeing of children in our care is our number one priority
- (35) Our policies and procedures are based on the latest guidelines and recommendations, and we comply with the relevant laws, regulations and standards
- (36) We communicate with staff, families, children and government authorities to manage and mitigate risks, ensuring that everyone is informed and contributing to a safe environment
- (37) We regularly review and update our policies and procedures to make sure they still reflect current best practices and address emerging health risks

POLICY COMMUNICATION, TRAINING AND MONITORING

- (38) The approved provider must take reasonable steps to ensure that nominated supervisors, staff members and volunteers follow and can readily access this policy and related procedures (*National Regulations* regs 170, 171).
- (39) This policy and related documents can be found <https://www.village.wa.edu.au/policies>
- (40) The approved provider and nominated supervisor will ensure that relevant staff, volunteers and students are formally inducted and trained to implement this policy and related procedures, and to understand their roles and responsibilities under them.
- (41) The nominated supervisor and staff leaders will ensure this policy and its related procedures are regularly reinforced through staff meetings, staff professional development programs, written material and workplace displays.
- (42) The approved provider and nominated supervisor will regularly monitor and audit staff and address non-compliance. Breaches of this policy are taken seriously and may result in disciplinary action against a staff member.
- (43) The approved provider and nominated supervisor will provide staff with the resources, time and support they need to comply with this policy and related procedures.
- (44) At enrolment, the nominated supervisor will ensure that families are given access to this policy and related document. We will also regularly share relevant information about this policy through our usual communication channels.
- (45) Families are notified in line with our obligations (*National Regulations* reg 172) when changes are made to our policies and procedures.

LEGISLATION OVERVIEW

Education and Care Services National Law (WA) Act 2012

Education and Care Services National Regulations 2012

Education and Care Services National Law Application Act 2026

Law	Description
2A	Paramount consideration –rights and best interests of children
165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
169	Offence relating to staffing arrangements
175	Offence relating to requirement to keep enrolment and other documents
175A-J	Devices in education and care services (Part 6A)
Regulations	
73	Educational program
85 - 89	Incidents, injury, trauma and illness
90 - 91	Medical conditions policy
92 - 96	Administration of medication
97 - 98	Emergencies and communication
99 - 102	Collection of children from premises and excursions
102AA – 102AAC	Safe arrival of children
103 - 110	Physical environment – Centre-based services and family day care services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre-based services
126A	Illness or absence of a qualified educator who is required to meet the relevant educator to child ratio
136	First aid qualifications
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to the Regulatory Authority
177	Prescribed enrolment and other documents to be kept by the approved provider
181, 183 - 184	Confidentiality and storage of records

Other applicable laws and regulations

Name	Description
<i>Work Health and Safety Act 2020</i>	Describes the primary duty of care to people in the workplace
<i>Privacy Act 1988</i>	Principal act governing the handling of personal information
<i>Road Traffic Act 1974</i> <i>Road Traffic Code 2000</i>	Legislation and regulations in Western Australia applying to vehicles and road users on roads and road-related areas including seat belts and child restraints

National Quality Standard

Standard / Element	Concept	Description
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazards
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
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 that is child safe
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

Early Years Learning Framework (EYLF) V2.0

Outcome	Key component
1: CHILDREN HAVE A STRONG SENSE OF IDENTITY	- Children feel safe, secure and supported - Children develop their emerging autonomy, inter-dependence, resilience and agency - Children learn to interact in relation to others with care, empathy and respect
2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD	- Children develop a sense of connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities as active and informed citizens - Children become socially responsible and show respect for the environment
3: CHILDREN HAVE A STRONG SENSE OF WELLBEING	- Children become strong in their social, emotional and mental wellbeing - Children become strong in their physical learning and wellbeing
4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS	- Children transfer and adapt what they have learned from one context to another - Children resource their own learning through connecting with people, place, technologies and natural processed materials
5: CHILDREN ARE EFFECTIVE COMMUNICATORS	- Children interact verbally and non-verbally with others for a range of purposes - Children engage with a range of texts and gain meaning from these texts

National Principles for Child Safe Organisations

Most relevant principles

Child safety and wellbeing is embedded in organisational leadership, governance and culture

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

Policies and procedures document how the organisation is safe for children and young people

RELATED DOCUMENTS

Key Policies	Child Safe Environment Policy Acceptance and Refusal of Authorisations Policy Child Safe Code of Conduct Child Safe Risk Management Policy and Child Protection Risk Assessments Child Safe Procurement Policy Recruitment, Induction and Training Policy Emergency Management and Evacuation Policy Incident Injury Trauma and Illness Policy Physical Environment Policy (Sun Protection and Water Safety) Sun Protection and Heat Safety Policy Staffing Arrangements Policy Transport Policy Volunteers and Students Policy Visitors Policy
Procedures	Roles and responsibilities- Excursions and regular outings (attached) Procedure- Planning excursions and regular outings (attached) Procedure- Transport for excursions (attached) Procedure- Missing child (attached) Emergency Management Plan in Emergency Management and Evacuation Policy First Aid Procedure in First Aid Policy Medical Emergencies Procedure and Incident, Injury, Trauma or Illness Record in Incident, Injury, Trauma and Illness Policy Child Safety and Wellbeing Breach – Incident Report Form in Child Safe Environment Policy
Additional Resources	ACECQA Template for excursion risk assessment management ACECQA Safe transportation of children information sheet

SOURCES

Education and Care Services National Law and Regulations | National Quality Standard | Work Health and Safety Act 2020 | Work Health and Safety (General) Regulations 2022 | Children and Community Services Act 2004 | Working with Children (Screening) Act 2004 | Equal Opportunities Act 1984 | Disability Discrimination Act 1992

POLICY INFORMATION

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

POLICY REVIEWED		September	NEXT REVIEW DATE	May 2027
Version	Date of release	Summary of changes		
2.0	July 2026	Migrated to new template		

		Revised to reflect child safety reforms to the Education and Care Services National Law and National Regulations applying in Western Australia Additional resources added Appendices added: • Roles and responsibilities- Excursions • Procedure- Planning excursions and regular outings • Procedure- Excursions • Procedure- Transport excursions • Procedure- Missing child
1.0	February 2025	Full review, rewrite and restructure

APPENDIX A

Roles and responsibilities- excursions and regular outings

Approved provider responsibilities (not limited to)

- Ensure our service meets its obligations under the *Education and Care Services National Law and Regulations*, including to take every reasonable precaution to protect children from harm and hazards and to ensure that children are adequately supervised at all times they are in our care

- Ensure that our service's governance, management, operations, policies, plans, (including risk management/action plans), systems, practices and procedures for excursions and regular outings are appropriate in practice, up-to-date, best practice, and comply with all relevant legislation, standards and guidelines

- Ensure this Excursions Policy and related procedures are in place and available for inspection

- Take reasonable steps to ensure our Excursions Policy and related procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

- Ensure the relevant risk assessments are complete along with any required action to address the identified risks prior to the excursion or regular outing

- Ensure all children have written authorisation from parents/guardians or authorised nominees prior to leaving the service on an excursion or regular outing

- Ensure educator to child ratios are maintained at all times during the excursion or regular outing

- Ensure family members and volunteers attending the excursion or regular outing are not left alone with any child or group of children

- Ensure all staff follow the correct procedure as outlined in this policy for all actions related to the excursion or regular outing

- Regularly review this Excursion Policy and related procedures in consultation with children, families, communities and staff

- Notify families at least 14 days before changing this Excursion Policy if the changes will: affect the fees charged or the way they are collected; or significantly impact the service's education and care of children; or significantly impact the family's ability to utilise the service

Nominated supervisor / persons in day-to-day charge responsibilities (not limited to)

- Ensure our service meets its obligations under the *Education and Care Services National Law and Regulations*, including to take every reasonable precaution to protect children from harm and hazards and to ensure that children are adequately supervised at all times they are in our care

- Ensure that our service's governance, management, operations, policies, plans, (including risk management/action plans), systems, practices and procedures for excursions and regular outings are appropriate in practice, up-to-date, best practice, and comply with all relevant legislation, standards and guidelines

- Take reasonable steps to ensure our Excursion Policy and related procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

- Support educators to organise a suitable excursion and ensuring it meets the requirements/exclusions in the service public liability insurance

Complete, or ensure educators complete, the relevant risk assessments along with any required action to address the identified risks prior to the excursion or regular outing

Ensure families are given at least 24 notice of an excursion or regular outing

Provide families with permission form and opportunity to read the risk assessment

Ensure educators complete a check list for the excursion

Ensure all written authorisations for excursions are gained from parents/guardians or authorised nominees

Ensure that there is at least one educator attending the excursion or regular outing with first aid, anaphylaxis and asthma training

Ensure excursions and regular outings are inclusive of all children

Ensure there are strategies to adequately supervise children at all times, and to record and retain accurate attendance records for children whilst on an excursion or regular outing

Ensure a fully stocked first aid kit is taken on excursions and regular outings

Ensure each child's personal medication along with their medical management plan is taken on the excursion or regular outing

Ensure hats and sunscreen are taken (if required)

Ensure emergency contact details for each child is taken on the excursion or regular outing

Ensure any volunteers or pre-service teachers have a Working with Children Check and are never left alone with a child or children

Nominate the driver for any vehicle owned or operated by the service

Nominate other roles such as lead educator for the excursion and checker responsible for checking vehicle at the end of the trip

Ensure booster seats and seat belts meet legal requirements and the capacity of the vehicle will not be exceeded

Implement this [Excursions Policy](#) and related procedures

Work with educators to evaluate the success of the excursion or regular outing and implement any changes required to improve safety or learning and update QIP as required

Contribute to policies and procedure reviews and risk assessments and plans in consultation with children, families, communities and staff. Support the approved provider to notify families of reviews and changes according to legislation and our policies and procedures

Educator / other staff responsibilities (not limited to)

Understand and implement this [Excursions Policy](#) and related procedures

Choose a suitable venue for an excursion or regular outing with support from the nominated supervisor where necessary

Complete the risk assessment prior to authorisations being sought

Provide families with permission form and opportunity to read the risk assessment

Ensure all written authorisations for excursions are gained from parents/guardians or authorised nominees

Complete an excursion checklist

Implement strategies to ensure children are supervised at all times, and ensure accurate attendance records are kept for all children whilst on an excursion or regular outing

Evaluate the success of the excursion or regular outing with the nominated supervisor and implement any necessary changes to improve safety or learning

Ensure excursions and regular outings are inclusive of all children

Take a fully stocked first aid kit, children's personal medication and medical management forms, hats and sunscreen (if required) and emergency contact details for all children on the excursion or regular outing

Ensure no volunteer or student is ever left alone with a child or children

Families' responsibilities (not limited to)

Be familiar with this [Excursions Policy](#)

Read the risk assessment for the excursion or regular outing

Provide authorisations on your child's enrolment form and ensure this information is kept up-to-date

Provide written authorisation for your child to attend an excursion or regular outing

Pack any items required for the excursion as requested by the service

If taking part as a volunteer, a family member must:

- hold Working with Children Check (WWCC) which must be sighted by staff and a copy will be kept on file at the service
 - understand they must be supervised at all times and must follow directions of staff
 - take responsibility for and supervise any additional siblings they bring
 - notify staff if they have any concerns about a child
 - *not* take personal devices on excursions or regular outings
-

Notify our service to advise of your child's absence if they are unable to attend the excursion

APPENDIX B

Procedure- Planning excursions or regular outings

Excursions and regular outings offer an exciting way for children to connect with their community, strengthen their sense of belonging and explore, extend and enhance their learning.

No excursions must proceed without area manager and family authorisation.

Excursions allow educators to demonstrate how their practice is shaped by meaningful engagement with the community.

When planning an excursion or regular outing:

- Consider the *purpose* of the outing-
 - How will it enhance and extend children's learning?
 - How will it enable educators and children to engage with the community?
- start with something small if you are inexperienced with excursions and regular outings, for example a walk to the park with a small number of children
- consider children's interests, ask families and educators for suggestions or contacts they may have, make contact with local organisations, consider whether visiting families at their work is a possibility.
- pick a suitable venue and, with the nominated supervisor if required, visit the venue and take note of any issues that may need to be addressed in risk assessment and opportunities the venue provides for learning
- there does not have to be a destination, a simple walk around the block can be full of learning opportunities
- think about how the opportunities for learning on the excursion or regular outing align with the EYLF outcomes for children
- write a short statement of purpose for the excursion or regular outing, keeping in mind unexpected learning opportunities will arise
- talk to the children about the excursion or regular outing describing what you will be doing and the expected behaviour, allowing adequate time for children to ask questions and express any feelings they may be having about the excursion or regular outing

APPENDIX C

Procedure - Excursion

See also Procedure Transport for Excursions (Appendix D) if transport is involved.

Educators and volunteers must not consume tobacco, vapes, drugs or alcohol during trip. Personal devices are not generally allowed, and educators/volunteers must not take photographs of children with personal devices.

Before excursion:

- Follow the procedure outlined in Procedure- Planning excursions and regular outings (Appendix B)
- The nominated supervisor makes sure the excursion or regular outing meets the requirements/exclusions in service public liability insurance
- Educators and/or the nominated supervisor completes written risk assessment before excursion and manages identified risks. Educators may conduct the risk assessments if they have experience conducting excursions but they must be checked by the nominated supervisor.

See Excursion Policy for Risk Assessment requirements for excursions and regular outings

- Services to send all documentation to their area manager and get approval before proceeding with the excursion
- If the risk assessment is satisfactory, the nominated supervisor or educators give parents/guardians at least 24 hours' notice of the excursion or regular outing. This notice period will generally be at least two weeks.
- No notice is required if parents/guardians have already signed written authorisation for a regular outing and the circumstances and risks are substantially the same
- Educators or Nominated Supervisor get written authorisation for excursion from all parents/guardians whose children are attending before each excursion (only required once every 12 months if regular outing). See Excursion Policy for Authorisation requirements.
- If parents/guardians can collect their child from the excursion or regular outing venue, get written authorisation for this too.
- Educators complete Excursion Checklist before excursion which states:
 - at least one educator is attending (and remaining at the service if children are present) has current first aid/asthma/anaphylaxis qualifications

- that ratios at the service and on the excursion or regular outing are met to ensure adequate supervision
 - that they have a first aid kit and charged service-supplied mobile phone (personal devices are only permitted where they are necessary to ensure children's safety or provide them with education and care)
 - that they have current list of children attending and their current emergency contacts
- The lead educator discusses what is happening on the excursion and the behaviour required with children and ensures all educators and staff attending are familiar with the excursion and what they are required to do and prepare.
- The lead educator prepares an excursion run sheet if required.

Leaving the service:

- Look at each child and check name off roll
- Do a head count and ensure number matches number of children on roll
- If a child is present but not named on the roll or vice versa, confirm arrangements for the day with service/parent before leaving and update the roll
- If extra adults are attending (eg parent helpers):
 - give adult list of any specific children they are supervising
 - clearly outline their responsibilities
 - remind them of the rules around personal devices.

Enroute to and at destination:

- Supervise children
- never leave children unattended or alone with volunteers
- if child gets sick or hurts themselves during trip:
 - if medical emergency implement Medical Emergency Procedure (including ringing ambulance on 000 and following all instructions until ambulance arrives), otherwise apply appropriate first aid
 - advise Nominated Supervisor of illness/incident and of any first aid supplies that need restocking
 - ring parents/guardians and advise they will need to collect child from the destination or the service and that they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
 - complete an incident, injury, trauma or illness record
 - the nominated supervisor notifies the regulatory authority if required eg serious incident.

- complete the medication record if medication is administered to a child during the excursion or regular outing
- conduct head counts at regular intervals

Leaving destination:

- look at each child as you check their name off the roll and do a head count prior to leaving (must match the number of children on the roll and number counted when leaving service)
- if child is missing immediately conduct a search for child at destination (check toilets, hiding spots, exits, other groups of children)
- if the child cannot be located immediately call their parents/guardians, and police on 000 and follow any instructions. Notify the nominated supervisor immediately and complete incident report and notify the regulatory authority if required.
- if a child is authorised to be collected from the excursion venue ensure the child is signed out by person authorised to collect the child and person's identity can be verified if they are unknown to staff.

Arriving back at Service

- look at each child as you check their name off the roll and do a head count
- implement activities at the service to extend the learning from excursion or regular outing
- Let the area manager know that you have returned from your excursion
- the nominated supervisor and educators evaluate the success of the excursion or regular outing and implement any measures to improve safety or learning
- the nominated supervisor updates the QIP with any improvements if relevant
- re-visit the risk assessment and reflect on any ways it could be strengthened for similar excursions or regular outings conducted in the future.

APPENDIX D

Procedure Transport for Excursions

See 'Transport Procedure' in Transport Policy if transport is *not* part of an excursion.

Educators and volunteers must not consume tobacco, vapes, drugs or alcohol during an excursion or regular outing. Personal devices are not generally allowed and educators/volunteers must not take photographs of children with personal devices.

Before the excursion starts

The nominated supervisor will:

- nominate the driver (if using vehicle owned or operated by service)
- nominate the lead educator responsible for ensuring an excursion runs smoothly and children are adequately supervised (eg room/group leader)
- nominate the checker responsible for checking vehicle at end of trip (may be same person as lead educator)
- ensure transportation meets the requirements/exclusions in service public liability insurance.

The nominated supervisor and educators will make sure:

- a risk assessment has been completed before the excursion, or for regular outings, completed within the past 12 months
- they have written authorisation for every child to leave service. Obtain before each excursion, or for regular outings obtain annually
- an excursion checklist is completed which includes:
 - at least one educator attending has current first aid/asthma/anaphylaxis qualifications
 - they have a first aid kit and charged mobile phone
 - they have current list of children attending and their current emergency contacts
 - there are no loose or heavy objects where passengers sit which could dislodge during sudden braking.
- the required educator/child ratios will be maintained and there will be adequate supervision (driver cannot supervise children). Supervision can include educators/volunteers familiar with children's special needs if relevant

- that seat belts/booster seat arrangements meet legal requirements and the number of occupants will not exceed the legal capacity of the vehicle (this can be found, for example, displayed on bus compliance plate)
- that the driver:
 - parks the vehicle at the curb or in a protected parking area/driveway and turns off the engine before children alight
 - only starts driving when told it's safe to leave
 - always follows road rules
 - does not talk on mobile phone, including hands free
 - does not play loud, distracting music
 - does not smoke or vape
 - is not impaired by alcohol or drugs.

Leaving Service:

As each child enters the transport (eg bus), the nominated supervisor and educators will:

- escort children to transport
- look at each child and check name off roll as they embark the vehicle
- do a head count and ensure number matches number of children on roll
- confirm arrangements for the day with the service/parent before leaving and update the roll if a child is present but not named on the roll or vice versa
- fasten children's seat belt/safety restraint. Make sure car seats, booster seats and seat belts are properly secured, including those for children with special needs and for older children who have fastened their own. Do not let children share restraints.
- give extra adults (volunteers, students) a list of any specific children they are supervising
- clearly outline extra adults' responsibilities

Enroute to and at the destination:

Educators and volunteers will ensure supervision and safety for children at all times including:

- ensuring they are comfortable at all times eg adjust ventilation and heating/cooling before it becomes stuffy or too hot/cold
- never leaving children unattended
- stopping children doing anything dangerous during the trip eg drinking, eating, standing and any other dangerous activities while in the vehicle
- ensuring at least one educator sits at back of vehicle for optimal vision
- if a child gets sick or hurts themselves during trip ensuring the following:

- if it is a medical emergency ring the ambulance on 000, follow all instructions and park the vehicle in safe location until ambulance arrives, otherwise apply appropriate first aid
 - ring parents/guardians and advise they will need to collect child from the destination (eg service) and/or they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
 - an incident, injury, trauma or illness record is completed
 - the regulatory authority is notified if required
- completing a medication record if medication administered to a child during the excursion or regular outing

Leaving the destination

Educators and volunteers will ensure supervision and safety for children at all times including:

- as children embark the vehicle, look at each child, check their name off roll and do a head count prior to leaving (must match number of children on roll and number counted when leaving the service)
- fasten children's seat belt/safety restraint. Make sure car seats, booster seats and seat belts are properly secured, including those for children with special needs and older children who have fastened their own. Do not let children share restraints
- if a child is missing – this is an emergency. Call the police and child's parents and follow the procedure for a missing child (attached- Appendix E).

Arriving back at Service:

As each child leaves transport (eg bus, educators and volunteers will ensure supervision and safety for children at all times including:

- as children exit the vehicle, look at each child, check their name off the roll and do a head count
- make sure no child is left on transport eg look carefully on and under seats and in storage areas
- never leave child alone on transport for any reason eg they have fallen asleep
- escort children into the service or hand them into the care and supervision of a staff member.

At the service

Educators will:

- implement activities at the service to extend learning from the excursion or regular outing
- evaluate the success of the excursion or regular outing and transportation and implement any measures to improve safety or learning supported by the nominated supervisor
- the nominated supervisor updates the QIP with any improvements

Where trains are used this procedure should also be followed where applicable along with the following:

- the nominated supervisor contacts the station before travel and advises them of the time children will be travelling, the destination and the number of children and adults. This will help the station inform the train guard so that he/she can ensure children board and alight safely
- Educators to arrive at station with an adequate amount of time to allow for safe boarding. They will ensure children are in one carriage if possible, and are seated and supervised by an adult at all times.

APPENDIX E

Missing Child Procedure

This procedure applies whenever a child cannot be immediately accounted for, whether at the service, on an excursion or regular outing, on transport or during transitions.

The safety, wellbeing and best interests of children is always the paramount consideration

1. Any educator who discovers a child is missing must immediately advise the Nominated Supervisor
2. Educators remain calm and avoid creating panic
3. Educator or Nominated Supervisor does a head count
4. The Nominated Supervisor or Responsible Person double checks the attendance records to see if child has been signed out
5. If the child is not signed out, the Nominated Supervisor or Responsible Person checks with all educators to ascertain the child has not been collected
6. If the child has not been collected, the Nominated Supervisor and educators conduct a systematic search of all indoor and outdoor areas whilst maintaining educator-to-child ratios including (but not limited to) toilets, sleep areas, cots, cupboards, sheds, kitchens, offices, vehicles and other spaces where a child might be locked in or out.
7. If child is still missing, the Nominated Supervisor:
 - a) calls parents/guardians immediately
 - b) calls police on 000 immediately if child has not been collected by parents/guardians and provides:
 - child's full name
 - age
 - physical description
 - clothing worn
 - photograph (if available)
 - medical conditions
 - communication needs
 - time and location last seen
 - any other relevant information
 - c) Follow instructions provided by police
 - d) Notify the approved provider
 - e) Completes Incident, Injury, Trauma and Illness Record ensuring the following is documented:
 - a timeline of actions

- who searched which areas
 - all communication
- f) Notifies the Regulatory Authority of serious incident through the online NQA ITS as soon as possible and within 24 hours
- g) Gets parent/guardian to sign Incident, Injury, Trauma and Illness Record and provide them with a copy
- h) Files the original record in the child's file and records the details in the Incident, Injury, Trauma and Illness Register
- i) Debriefs after incident and implement improvements to practices and procedures which includes:
- formal debrief to staff
 - identifying contributing factors or cause
 - review of supervision arrangements and/or staffing arrangements
 - review of physical environment and action plan on how to address any contributing hazards/risks
 - review policies and procedures
- j) Records improvements and updates on QIP/SAT