

1. Policy Statement

Excursions and regular outings are an important part of our educational program, providing opportunities for the children to build connections with the local community and contributing to their sense of belonging and connection with the world around them.

Our SPLASH service is committed to ensuring the safety, health and wellbeing of children during excursions and regular outings by conducting risk assessments and ensuring authorisations are obtained from families.

We are committed to ensuring that all excursions are:

- Carefully planned and risk assessed
- Conducted in a manner that prioritises children's safety, health and wellbeing
- Supported by appropriate supervision and staffing arrangements
- Authorised by families prior to participation

All excursions will be conducted in accordance with legislative requirements and best practice risk management.

2. Background

The Education and Care Services National Regulations require approved providers to ensure policies and procedures are in place for managing excursions, including risk assessments and obtaining authorisation from families.

Excursions present additional risks due to children leaving the service premises. This policy ensures those risks are identified, assessed, and managed effectively.

3. Scope

This policy applies to:

- Approved Provider
- Nominated Supervisor / Director



- Educators and staff
- Volunteers and students
- Children and families

It applies to all excursions and regular outings conducted by the service, including Vacation Care programs.

4. Legislative requirements

SECTION/REGULATION	DESCRIPTION
Section 165	Offence to inadequately supervise children
Regulation 89	First aid kits
Regulation 90	Medical Conditions Policy
Regulation 99	Children leaving the education and care services premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursion
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre-based services
Regulation 136	First aid qualifications
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and Procedures to be followed
Regulation 171	Policies and Procedures to be kept available
Regulation 172	Notification of change to policies or procedures

5. Key Terms

TERM	DEFINITION	Source
ACECQA - Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	ACECQA.gov.au

Living and Learning Together in Christ

44 Audrey Avenue, Blair Athol, South Australia 5084

T 08 8260 2655 E admin@stpaulba.sa.edu.au

W stpaulba.sa.edu.au / ABN 84 648 346 828



Excursion	An outing organised by an education and care service or family day care educator, but does not include an outing organised by an education and care service provided on a school site if: <ul style="list-style-type: none">• (a) the child or children leave the education and care service premises in the company of an educator; and• (b) the child or children do not leave the school site.	National Law
Regular Outing	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">• (a) that the service visits regularly as part of its educational program; and• (b) where the circumstances relevant to the risk assessment are the same on each outing.	National Law
Authorised Nominee	A person authorised by a parent/guardian.	Guide to the NQF
Risk assessment	The process of identifying hazards and implementing strategies to minimise risk.	Acecqa.gov.au/media

6. Guiding Principles

- Children’s connection with the world around them contributes to their sense of belonging. Therefore, our educational program includes excursions and regular outings to promote opportunities for the children to build connections with the local community.
- Children’s safety, health and wellbeing is paramount, and all experiences for the service, including excursions and regular outings, will be conducted in a way that minimises and addresses any risks identified.
- Clear and concise roles and responsibilities will ensure management, educators and staff are aware of their roles and responsibilities in relation to excursions and regular outings.

7. Links to Other Policies

- Providing a Child Safe Environment Policy
- Child Protection Policy
- Interactions with Children Policy



- Emergency and evacuation Policy
- Dealing with Medical Conditions Policy
- Safe Transportation of Children Policy
- SunSmart Policy
- Water Safety Policy

8. Induction and Training

The nominated supervisor will ensure that the orientation and induction of new and relief staff, volunteers and students on practicum placements, includes an overview of their responsibilities regarding:

- All educators receive induction on excursion procedures
- Regular training and refreshers are provided
- Procedures are reviewed at team meetings
- Staff are trained in risk assessment and supervision practices

9. Policy Review

Last review: March 2026

Next review: March 2027



Procedural Guidelines

1. Reference to Policy and Philosophy

These procedures support the Excursions Policy and reflect SPLASH's philosophy of providing safe, engaging, and inclusive learning experiences.

2. Roles and Responsibilities

ROLE	RESPONSIBILITIES
Approved Provider	<ul style="list-style-type: none"> • Ensure that obligations under the Education and Care Services National Law and National Regulations are met • Ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion • Ensure all children have written authorisation from families to leave the service on an excursion • Ensure educator to child ratios are maintained during the excursion and address the risks identified (if applicable) • Ensure family members and volunteers attending the excursion are not left alone with any child or group of children • Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures • Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, volunteers and families, and available for inspection • Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> ○ affect the fees charged or the way they are collected or ○ significantly impact the service's education and care of children ○ significantly impact the family's ability to utilise the service.
Nominated Supervisor/ Responsible Person	<ul style="list-style-type: none"> • Conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families) • Ensure a new risk assessment is completed when circumstances change for regular outings



	<ul style="list-style-type: none"> • Ensure all children attending the excursion have written authorisation from families to attend prior to the excursion • Ensure volunteers understand the details of the excursion, the expectations, and their supervision responsibilities • Verify that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.).
Educators	<ul style="list-style-type: none"> • Ensure the excursion is carried out in line with the Excursion policy and procedures • Ensure all children attending the excursion have written authorisation from families to attend prior to the excursion • Conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families) • Ensure a new risk assessment is completed when circumstances change for regular outings • Ensure the required educator to child ratios are in place and children are supervised at all times • Undertake regular attendance checks to account for all children • Ensure family members and volunteers attending the excursion understand your expectations and are not left alone with any child or group of children • Ensure all children's health and medical needs are taken on the excursion (first aid kit, personal medication, medical managements plans, etc.).
Families	<ul style="list-style-type: none"> • Complete the online authorisation forms for their child to attend the excursion and ensure all information required is up-to-date • Provide written authorisation for their child to leave the service premises on regular outings • Be aware of all the information about the excursion – ask questions if needed • If volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities • Ensure required medication for their child is in date and available to take on an excursion.



3. Procedures

3.1 Before the Excursion

Planning and Risk Assessment

- Conduct a detailed risk assessment prior to every excursion
- For regular outings, review risk assessments at least every 12 months or when circumstances change
- Identify hazards, transportation risks, supervision requirements, and emergency procedures

Authorisation

- Obtain written authorisation from families before the excursion
- Ensure authorisation includes:
 - Child's name
 - Date and destination
 - Transport details
 - Duration
 - Purpose of excursion

Supervision and Staffing

- Ensure educator-to-child ratios meet or exceed requirements
- Adjust ratios based on risk level
- Ensure qualified first aid staff are present

Preparation

- Prepare an excursion checklist including:



- First aid kit
- Medication and medical plans
- Emergency contacts
- Attendance list
- Mobile phone

Communication

- Inform families of all excursion details
- Brief all educators, staff, and volunteers on roles and expectations

3.2 During the Excursion

Educators will:

- Maintain active supervision at all times
- Conduct regular headcounts and attendance checks
- Ensure children remain within designated boundaries
- Carry emergency contact details and medical information
- Ensure safe transport practices are followed
- Respond immediately to incidents or risks

3.3 After the excursion

Educators will:

- Safely return children to the service
- Conduct final headcount and attendance check
- Document any incidents or concerns



- Replenish first aid kits and supplies
- Evaluate the excursion, including:
 - Safety outcomes
 - Educational value
 - Areas for improvement

4. Medical and Safety Requirements

- All medical conditions must be considered in planning
- Medication and management plans must accompany the child
- Emergency medication must be accessible at all times
- Sun protection and hydration must be maintained

5. Emergency Procedures

In the event of an emergency:

- Follow emergency response procedures
- Administer first aid if required
- Contact emergency services if needed
- Notify the Nominated Supervisor immediately
- Inform families as soon as practicable
- Complete required documentation

6. Record Keeping

The service will maintain records including:



- Risk assessments
- Authorisation forms
- Attendance records
- Incident reports
- Excursion evaluations

Records will be retained in accordance with regulatory requirements.

7. Monitoring, Evaluation and Review

Policy and procedures will be reviewed at least every 3 years

Reviewed earlier if:

- Legislation changes
- Incidents occur
- Practice improvements are identified

Families and staff will be notified of changes

Outdated versions will be removed

8. Procedures Created/Reviewed

Last reviewed: March 2026

Date for next review: March 2027