

1. Policy Statement

St Nicholas is committed to providing children with an environment that promotes their health, safety, and wellbeing. Excursions will be safe, well planned and provide meaningful learning experiences for children and will form an important part of the educational program, providing opportunities for children to build connections with the local community while contributing to their sense of belonging and connection with the world around them.

St Nicholas is committed to minimising the risk of accidents and injuries to children and adults on excursions through planning and selecting safe excursion locations and undertaking a risk management approach to ensure the best experience and enjoyment for all.

2. Purpose

The purpose of this Policy and Procedure is to ensure:

- information is available for staff, parents/guardians/authorised persons, other stakeholders and customers about the practices used in St Nicholas Education and Care Services and sites for conducting excursions.
- excursions will be carefully considered and well planned in order to provide children with meaningful learning opportunities while also enhancing their knowledge and connections with their local and wider community.

3. Procedure Direction

Step	Detail
Excursion Risk Assessment	Excursion risk assessments must: • identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion • specify how the identified risks will be managed and minimised • identify the proposed route and destination for the excursion • identify any water hazards and risks associated with water-based activities • indicate the number of adults and children involved in the excursion • Include the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required, given the risks posed by the excursion • Outline the proposed activities • Indicate the proposed duration of the excursion • List the items that should be taken on the excursion.

	If the excursion is a regular outing, a risk assessment will be created in the first instance and reviewed annually unless any circumstances change, in which case the risk assessment will be updated at this time.
Excursion Transportation	If the excursion involves transporting children, the Risk Assessment must also include: - the means of transport - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported - the process for entering and exiting the education and care service premises, the pick-up location or destination (as required) - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking The <i>Excursion Transportation Record</i> is a record made immediately after all children have embarked and disembarked the vehicle stating: - confirmation that each child was accounted for when embarking/disembarking the vehicle at the education and care service premises - how each child was accounted for when embarking/disembarking the vehicle at the venue/excursion location - the name and signature of the educator who accounted for the children who embarked and disembarked, and the educator who witnessed this - the time and date the record was made
Parent/guardian Permission	Written authorisation will be obtained by parents/carers for each child before a child is taken on an excursion or transported from the service. The written authorisation must state: - the child's name - the reason the child is being taken outside the premises - if the authorisation is for regular transportation, a description of when the child is to be transported - if the authorisation is not for regular transportation, the date the child is to be transported - a description of the proposed pick-up location and destination - the mode of transport - the period of time during which the child is to be transported - the anticipated number of children likely to be transported - the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported

	- that a risk assessment has been prepared and is available at the education and care service - that written policies and procedures for transporting children are available at the education and care service.
Supervision	- Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account relevant ratios and all risks and hazards likely to be encountered. - The venue will be assessed as safe for all children and adults prior to embarking on the excursion and will be easily supervised and accessible. - Families will be encouraged to participate in excursions. If the parent needs to bring their child's sibling because they cannot find suitable care, the siblings must be included in ratios. - Family members cannot be counted in meeting regulation ratio requirements - If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children on an excursion. - Volunteers cannot be counted in meeting regulation ratio requirements - Family members/volunteers will not to be left in sole charge of children and must be supervised by an educator at all times. - All volunteers'/family members' details will be entered into the appropriate educators' record for that day. - Any volunteers over the age of 18 years and who are not an immediate family member of a child attending the excursion, must complete a volunteer Working with Children Check application. Verification will need to be supplied to the Centre Director or OOSH Coordinator prior to the excursion taking place.
Water Hazards	Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented such as higher adult to child ratios.
Conducting the excursion	- All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities. - A list of children on the excursion will be left at the service and a copy carried by the delegated excursion coordinator. - Before leaving on the excursion, a notice will be prominently displayed at the service which includes: - itinerary and timetable - mobile contact phone number

Items to be taken on excursions include:

- a suitably stocked first aid kit
- a mobile phone and charger
- emergency contact numbers of children and staff
- children's emergency medication and medical action plans
- other items as required eg. sunscreen, drinking cups, jackets etc
- excursion transportation record

4. Roles and Responsibilities

Role	Responsibility
Approved Provider	• Ensure that the obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met. • Take reasonable steps to ensure that the Nominated Supervisor, employees and visitors follow the policy and procedures. • 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.
Nominated Supervisor Responsible Person	• 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 all children attending the excursion have written authorisation from families to attend prior to the excursion. • Ensure workers understand the details of the excursion, the expectations, and their supervision responsibilities. • Verify 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.) • Arrange any payment of services promptly through TechOne
Educators	• Obtain written authorisation from parent/carers for all children prior to attending the excursion. • Conduct a risk assessment for the excursion, ensuring any risks are managed (prior to obtaining written authorisation from families).

	• Complete a new risk assessment when circumstances change for regular outings • Maintain the required educator to child ratios at all times • Ensure 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. • Prepare all children's health and medical needs to take on the excursion including but not limited to first aid kit, personal medication, medical managements plans. • Liaise with transportation company and organisation hosting the excursion and confirm details a week prior to the excursion
Families	• Sign the 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.

5. Related Documents

Policies and Procedures

- Acceptance and Refusal of Authorisations Policy and Procedure
- Supervision Policy and Procedure
- Administration of Medication Policy and Procedure
- Enrolment and Orientation Policy and Procedure
- Incident, Injury, Trauma and Illness Policy and Procedure
- Managing Medical Conditions Policy and Procedure
- Transportation of Children Policy and Procedure
- Excursion Risk Assessment
- Excursion Permission Form

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 89, 90, 99, 100, 101, 102C, 123, 136,
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 165, 167, 175

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Issue Date: July 2026	Review Date: July 2027	Document Owner: Executive Director, St Nicholas

Other References

Excursions: Policy and procedure guidelines. ACECQA October 2024

National Quality Standard

- QA 1 Program and Practice
- QA 2.2.1 Supervision
- QA 6.2.3 Community Engagement

6. Definitions

Term	Definition
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children
Regular Outing	In relation to an education and care service, means a walk, drive or trip to and from a destination: (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.
Non-regular Outing or Excursion	An outing organised by an education and care service, but does not include an outing organised by an education and care service provided on a school site if: (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.

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.