

# Excursions and Incursions

## SWISH Education

### Background

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Excursions enhance children's experiences by allowing them to engage in meaningful ways with their communities, as do incursions where organisations or community members visit the Service with the express purpose of interacting with the children.

### Policy statement

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The Service does not deliver excursions, we use incursions only. However, if an excursion were to be provided this Policy would be followed.

This Policy sets out how the Service ensures excursions and incursions provide meaningful learning experiences for children while upholding their health, safety and wellbeing at all times.

### Strategies and practices

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- When appropriate, incursions are included in the program to provide children with opportunities to learn about their local community.
- If an excursion is required the Nominated Supervisor completes the Excursion Risk Management Plan for every excursion. The purpose of the risk assessment is to identify, assess and manage and/or minimise any risks posed to the safety, health and wellbeing of any child being taken on the excursion. The risk assessment takes into account:
  - the proposed route and destination;
  - any water hazards and/or risks associated with water-based activities;
  - transportation to and from the destination;
  - the number of adults and children involved;
  - given the risks associated with the excursion, the number of educators and/or other responsible adults needed to provide adequate supervision, including the need for any adults with specialised skills;
  - the management of the specific health needs or other needs for any child;
  - the proposed activities;
  - the proposed duration of the excursion; and,
  - the items necessary for the excursion (e.g. mobile phone, first-aid kit, list of emergency contact numbers for children on the excursion).
- Excursion Risk Management Plans for regular outings are only completed once providing the circumstances remain unchanged (e.g. time of day, route).

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- Prior to any child being taken on an excursion, the Nominated Supervisor will ensure that the parent or authorised nominee has completed, signed and returned the Excursion Form – Parent Authorisation to the Service. The Form contains:
  - the child's full name;
  - the reason the child is to be taken outside the premises;
  - the date the child is to be taken on the excursion;
  - a description of the proposed destination for the excursion;
  - the method of transport to be used for the excursion;
  - the proposed activities to be undertaken by the child during the excursion;
  - the period the child will be away from the premises;
  - the number of children likely to be attending the excursion;
  - the anticipated ratio of the number of educators to the number of children attending the excursion;
  - the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and,
  - a statement that a risk assessment has been prepared and is available at the Service for parents to inspect.
- No child will be taken on an excursion without a completed and signed Excursion Form – Parent Authorisation.
- If the excursion is a regular outing, the authorisation need only be obtained once per year. All parents are asked to sign permission forms for regular outings at enrolment and parents or authorised nominees at the beginning of each subsequent year.
- The Nominated Supervisor will appoint an educator to take charge of the excursion, and ensure that the qualifications, training and number of the educators involved in the excursion meet regulatory requirements. The educator in charge of the excursion will also be responsible for developing an excursion-specific list of items required for the excursion.
- Students and volunteers who attend excursions must hold blue cards, and complete the Visitors Book. Details to be provided in the book are the date, printed name, address and phone number, brief reason for visiting, time in and signature, and time out and signature.
- Students and volunteers are to remain within sight and sound of an educator at all times during the excursion, and are never left alone at any time with a child.
- Educators must make alternate arrangements at the Service for any children not attending the excursion, and ensure that discussions about the excursions do not exclude the non-attendees.
- No excursions will be conducted to a swimming pool or other water-based activities.
- All educators, students, parents and volunteers will be provided with sufficient information to ensure the health and safety of children (e.g. itinerary, special requirements, safety procedures,

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grouping of children and responsibilities, mobile phone number of the educator in charge of the excursion).

- All excursions are subject to the Service's *Sun Protection Policy*.
- Every child will wear a wrist identification tag with the Service's name, address, and telephone number, and the mobile number of the educator in charge of the excursion. No child's name will appear on the wrist identification tag.
- Contingency plans for events such as medical emergency, accident or a lost child are carefully considered and these plans clearly communicated to all adults attending the excursion.
- All excursions continue to be subject to the Service's *Tobacco, Drug and Alcohol Free Environment Policy*.
- The educator in charge of the excursion will complete an Excursion Evaluation Form, and any issues identified become a part of the considerations for any future excursions.
- Incursions are managed similarly, and the educator in charge of the incursion will complete the Incursion Evaluation Form

## Responsibilities of parents

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- To complete the Excursion Form – Parent Authorisation accurately, with specific attention to the accuracy of the contact details.
- To carefully consider the contents of the Excursion Risk Management Plan and to comment if required.
- To ensure the child wears/brings (e.g. hat, suitable shoes, water) all items requested by the Service on the day of the excursion.
- To talk about the excursion with the child prior to the day (e.g. road safety, remaining in view of adults).

## Procedure and forms

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- Excursion Evaluation Form
- Excursion Form – Parent Authorisation
- Excursion Risk Management Plan
- Incursion Evaluation Form

## Links to other policies

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- Incident, Injury, First Aid and Trauma Policy
- Staffing Policy
- Students, Volunteers and Visitors Policy
- Sun Protection Policy
- Tobacco, Drug and Alcohol Free Environment Policy
- Water Policy

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## Links: Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	82	Tobacco, drug and alcohol-free environment
	89	First aid kits
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion

QA	1.1.1	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators
	1.2.2	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback
	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	6.1.1	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
	7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

## Sources

- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2011
- Kidsafe – <http://www.kidsafe.com.au> accessed 24 December 2017

## Further reading and useful websites

- Early Childhood Australia. (2012). NQS PLP e-Newsletter. *Community Engagement*. [http://www.earlychildhoodaustralia.org.au/nqsplp/wp-content/uploads/2012/11/NQS\\_PLP\\_E-Newsletter\\_No47.pdf](http://www.earlychildhoodaustralia.org.au/nqsplp/wp-content/uploads/2012/11/NQS_PLP_E-Newsletter_No47.pdf) accessed 24 December 2017

## Policy review

The Service encourages staff and parents to be involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018.	

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2	1 May 2018	Rebecca Evans	Updated to support SWISH procedures	1 May 2019
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