

## **Excursion and Incursion**

- *Excursion Plan and Risk Assessment*
- *Transporting Children*

### **Policy Statement**

Meerilinga considers excursion and inviting visitors to the Centre to be a valuable part of the children's curriculum and is committed to providing an opportunity to expand and enhance children's experiences, reinforce learning outcomes, explore different environments and engage in meaningful ways to strengthen their connection with community.

Excursions and incursions require appropriate planning and risk management to ensure the best experience and enjoyment for all.

### **Policy Purpose**

Children will go on excursions within the local and wider community to broaden their knowledge of the world around them and how it functions. Excursions will be based on children's interests and needs and will support their:

- Sense of identity and wellbeing.
- Connection and contribution to their local and wider community.
- Growth as confident and involved learners.

### **Scope**

This policy applies to children, families, staff, management and visitors of the service.

### **Exclusions**

### **Policy Review**

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation.

### **Implementation**

Meerilinga will ensure that all excursions and incursions undertaken by the service are planned and conducted in a safe manner, maintaining children's wellbeing at all times in accordance with National Legislation.

Educators, staff, families and volunteers will strictly follow this Policy and Processes.

### ***Incursion***

When children have the opportunity to engage in other activities outside the Early Learning Program but remain within the Children and Family Centre site. This may include visitors or participating in community events.

## ***Excursion***

An outing organised by an education and care service where enrolled children leave the Children and Family Centre site.

Children may be taken on regular outings within the community. These outings may be a walk, or a trip to a destination the services visits regularly as part of its curriculum.

## **Planning**

Prior to the excursion or incursion, the Nominated Supervisor will confirm the services the services insurance policy with the Executive Manager Finance and Assets to ensure liability is protected by the organisation.

Planning for an excursion or incursion will be a collaborative process involving discussion between the Educators and children together with the Centre Director.

Educators will record intentional teaching strategies that are planned to enhance children's learning experience.

## ***The following will be considered:***

The relevance and suitability of the proposed activity and how it supports the children's:

- Sense of identity and wellbeing.
- Connection and contribution to their local and wider community.
- Growth as confident and involved learners.
- Current interests as an extension of learning
- Specific requirements for the excursion/incursion.

The Educators and Centre Director (Nominated Supervisor) will further discuss:

- Risk assessment for activity to identify all potential hazards and risks that are likely to be encountered.

Factors to take into account when determining adult : child ratio:

- Age and abilities of all children.
- Destination and length of the activity.
- Methods of transport, if planning a wider community excursion.
- Previous experience of accompanying supervising adults.

Travel arrangements for the activity. Excursions that require transport are to abide by Education and Care Services National Regulation (102). Children are to be appropriately restrained in approved safety devices, depending on their age.

The cost of the activity to the service, estimated number of children participating and parents/authorised nominees accompanying the children.

Children enrolled at the service, but not attending on that day, may participate in the excursion, subject to regulatory compliance.

A Letter will be distributed to families informing them of the proposed excursion and opportunity for feedback.

### ***Actions once an Excursion has been approved:***

- Venue and Transport booking.
- Lead Educator in charge of the excursion will develop a risk management plan together with the Director. Education and Care Services National Regulations (100).
- Inform families of the details of the excursion including destination, objectives and outcomes, what the child should bring and cost.
- Provide parent /legal guardian or authorised nominee with an excursion permission form to complete to authorise their child to participate on the excursion.
- Adult volunteers such as parents/authorised nominees may be used in addition to the adult:child ratios on outings. These can be determined from the risk assessment where additional adult participation for supervision on the excursion is required.
- Make alternative arrangements for adverse weather conditions.
- Collect completed permission forms for each child attending the excursion.
- Arrange for a suitably equipped first aid kit. Children with medical conditions requiring medication will take their medication on the excursion (eg: EpiPen) together with a copy of their management plans.
- Consider the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

### **Risk Assessment**

Meerilinga is committed to ensuring children are carefully supervised to protect their wellbeing and safety during any excursion or incursion.

Nominated Supervisor and Responsible Persons must ensure risk assessment is carried out before children participate in an excursion or incursion.

Risk management plan must be reviewed every 12months, or if the situation changes, eg environmental factors, inclusion children.

When planning an excursion, where possible the risk assessment will include a preliminary site visit, where this is not possible other means/methods will be used to gather information about potential hazards, the availability of toilets, hand washing, drinking and shade facilities from the sun, shelter from cold weather or rain at the destination, mobile phone coverage and access for emergency services, which will also consider any contingency arrangements that need to be made for unexpected events such as inclement weather, transport delay, etc.

The Director and Lead Educator will:

- Ensure a risk assessment is conducted prior to any activity, to identify and assess the risk that the excursion/incursion may pose to the safety, health or wellbeing of any child taken on the excursion. Specify how the identified risks will be managed and minimised.
- Appoint a Responsible Person in charge for each excursion/incursion. The Responsible Person must meet all requirements of Regulation 117B of the Education and Care Regulations (WA) 2012.

- Appoint a person holding an approved and current first aid, asthma and anaphylaxis qualification to attend the excursion/incursion.
- Complete the Risk Management Plan and a copy given to Director.

The risk assessment conducted prior to an excursion/incursion will consider:

- Proposed activities and duration;
- Venue/Destination - easily supervised and accessible, enough shaded areas;
- Travel arrangements and proposed route;
- Any potential hazards, including water hazards;
- If applicable, method of transport to and from destination;
- The number of educators required, Responsible Person and children attending;
- An assessment on whether additional responsible adults are required to provide appropriate supervision;
- Items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.
- Safety measures, emergency plans and First Aid Kit with emergency medication.
- Suitable storage for any medication and food and beverages that may need to be taken on the excursion.

#### 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.

*NB: If the excursion/incursion is a regular occurrence a risk assessment will only be carried out once only in every 12 month period provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.*

#### **Authorisation for Excursions**

The nominated supervisor will ensure that:

No child will be taken on an excursion unless written permission from parent/ guardian or authorised nominee has been received.

For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including:

- Child's name
- Reason for the excursion, and proposed activities to be conducted on the excursion;
- Date, description, duration and destination of proposed excursion;
- Method of transport to be used;
- The anticipated adult: child ratio – outlining number of educators and staff and other adults attending;
- A statement that a risk assessment has been prepared and is available at the service for parents to view.

If the excursion is a regular outing, authorisation is required once in a 12 month period. All parents/guardians or authorised nominee will be asked to sign permission for regular excursions on the child's enrolment form at the time of enrolment.

## **Volunteers**

- Volunteers will not to be left in sole charge of children and must be supervised by an educator at all times.
- All volunteer details will be entered into the appropriate staff record for that day.

## **Travel Arrangements**

Travel arrangements are made on the basis of individual excursion requirements. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

### *Walking:*

- On walking outings, educators will talk to young children about traffic and road safety.
- Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

### *Motor Passenger Vehicle:*

- Children will not be transported in a motor vehicle without written authorisation from the parent/guardian or authorised nominee.
- Western Australian Child Restraint Laws require drivers to ensure all children up to 7 years of age travelling in a motor passenger vehicle are restrained in an approved child restraint.
- Children will not be transported in an employee's private motor vehicle.
- Children will be walked to and from the vehicle in small groups and carefully supervised.
- Appropriate educator to child ratios will be maintained during journeys in vehicles.
- Educators who supervise children in the vehicle will involve them in activities that will encourage appropriate behaviour rules and make the journey pleasant for all.

### *Bus (Public Transport or Contracted Company):*

- The Western Australian Road Traffic Code 2000 states - a 'bus' is defined as a motor vehicle, built mainly to carry people, which seats over 12 adults (including the driver). In this situation, child restraints are not required.
- If the bus has seat belts, they must be worn at all times.
- Children travelling on a bus will be required to remain seated at all times the vehicle is in motion and preferably with, or close to, a supervising adult.

### *Train (Public Transport):*

- The risk assessment conducted prior to excursion will determine the travel arrangements on a train.
- Children travelling on a train will remain seated at all times whilst in motion, in one carriage if possible and preferably with, or close to, a supervising adult.

**The Centre Director will:**

- Ensure intentional teaching strategies are recorded and planned for to enhance the excursion/incursion experience and provide evidence of the relevance to children attending.
- Ensure risk assessment is completed and available to access on the shared drive.
- Ensure planning, evaluation and risk assessment of excursion/incursion is conducted.
- Obtain written authorisation from a parent or other person with authority, for an excursion before a child leaves the service. Authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise taking the child outside the premises The authorisation will contain the information prescribed in the National Regulations (102) (4). Authorisations need to be kept on the child's enrolment record.
- Ensure the Responsible Person person in charge of the excursion/incursion understands their regulatory, policy and duty of care responsibilities.
- Ensure Educator: child ratios are met in accordance to the risk management plan. Recognise and respond to the increased complexities of keeping children safe, healthy and engaged while on an excursion.

<b>Process</b>	
<b>Process Owner</b>	<b>CEO</b>
<b>Effective Date</b>	<b>30 October 2018</b>
<b>Date of Last Revision</b>	<b>8 October 2018</b>

<b>Process Details</b>	
	<b>Description</b>
1.	<p><b>Excursion or Incursion Planning</b></p> <p><b><i>Purpose and Collaboration</i></b> Educators will determine the relevance and suitability of the proposed activity and how it supports the children's:</p> <ul style="list-style-type: none"><li>- Sense of identity and wellbeing.</li><li>- Connection and contribution to their local and wider community.</li><li>- Growth as confident and involved learners.</li><li>- Current interests as an extension of learning</li><li>- Specific requirements for the excursion/incursion.</li></ul> <p>Educator to discuss with Director and collaborate with children and families.</p>

## Process Details

	Description
	<p><b><i>Risk Assessment and Plan</i></b></p> <p>Director and Educator will conduct a Risk Assessment for activity to identify all potential hazards and risks that are likely to be encountered.</p> <ul style="list-style-type: none"><li>- Proposed activities and duration;</li><li>- Venue/Destination - easily supervised and accessible, enough shaded areas;</li><li>- Travel arrangements and proposed route;</li><li>- Any potential hazards, including water hazards;</li><li>- If applicable, method of transport to and from destination;</li><li>- The number of educators required, Responsible Person and children attending;</li><li>- An assessment on whether additional responsible adults are required to provide appropriate supervision;</li><li>- Items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.</li><li>- Safety measures, emergency plans and First Aid Kit with emergency medication.</li><li>- Suitable storage for any medication and food and beverages that may need to be taken on the excursion.</li></ul> <p>If identified risks can be managed, Director to approve excursion/incursion and Educator to complete a Risk Assessment Plan.</p> <p><b><i>Authorisation for Excursion</i></b></p> <p>For all excursions, Educator will develop a permission form with full details of the excursion for the parents / legal guardian or authorised nominee to complete and return.</p>
2.	<p><b>On the Day of an Excursion</b></p> <p>All educators, volunteers and children attending will be informed of excursion plan, timetable/ itinerary, special requirements and, grouping of children.</p> <p>* Changes to this plan are only made if the Responsible Person in charge of the excursion feels it necessary for the safety and wellbeing of the children.</p> <p>Should a child feel unwell, it is asked parents/authorised nominees not send their child, in the interest of everyone concerned.</p> <p>Guidelines for each excursion will ensure that all adults attending the excursion are advised on their responsibilities which will include safety procedures:</p> <ul style="list-style-type: none"><li>✓ Advising the educator in charge of the excursion immediately if any incident, emergency or identified risk;</li><li>✓ The name of the person who will have charge of the First Aid Kit during the excursion, and which educators are qualified to administer first aid;</li><li>✓ Making regular head-counts of the children they are supervising in order to account for children at all times.</li></ul> <p>A copy of the excursion plan, itinerary and timetable as well as the mobile phone number contact will be left at the service.</p> <p>A list of children on the excursion will be left at the service and a copy carried by the delegated Responsible Person.</p>

## Process Details

	Description
	<p>Items to be taken on excursions include:</p> <ul style="list-style-type: none"><li>✓ A suitable stocked first aid kit that includes emergency medication.</li><li>✓ A mobile phone - fully charged, turned on to ensure contact can be made at all times.</li><li>✓ Children's emergency contact numbers.</li><li>✓ Children's medication, including EpiPen if required and</li><li>✓ Other items as required (eg: sunscreen, water, drinking cups, spare clothes etc)</li></ul> <p>A record of each excursion will be retained for a minimum of 3 years from the date of the excursion.</p> <p><b>Vehicle Breakdown Procedure:</b></p> <ul style="list-style-type: none"><li>- Assess the danger</li><li>- Assess the safest place for children to wait for a replacement vehicle</li><li>- Allocated person to ring the bus company to report the incident</li><li>- Allocated person to advise immediate supervisor</li><li>- Allocated person to ring and advise parents/guardians authorised nominees of the occurrence</li><li>- Ascertain the situation and do what is necessary to keep the children safe.</li></ul> <p>On completion of an incursion/excursion educators will provide a written evaluation detailing where appropriate positives, limiting factors, incidents or continuous improvement to the service Director and maintain these records.</p> <p><b><i>The Responsible Person in charge of the excursion will:</i></b></p> <ul style="list-style-type: none"><li>- Ensure that the excursion follows the Excursion and Risk Management Plan.</li><li>- Ensure that only children whose parents/authorised nominees have completed and returned the permission form participate in the excursion.</li><li>- Take a list of those participating in the excursion and a copy of the attendance book page for that day, along with any emergency medication and medical plans. Medication permission forms and medication on the excursion.</li><li>- Ensure that all parents/authorised nominees assisting with supervision on the excursion are under the immediate supervision of a responsible person/ educator.</li><li>- Ensure educators explain to children the limits and rules of the excursion including staying with an adult and holding hands, appropriate behaviour, sitting appropriately on the bus/train, and safety when crossing roads.</li><li>- Notify parents/authorised nominees and nominated Supervisor immediately of any change, or delay to the proposed excursion if this occurs.</li><li>- Arrange for a staff member to notify parents/authorised nominees, if the excursion is late returning to the service.</li><li>- Ensure first aid, emergency phone and emergency contact details for all children, staff and helpers are correctly filled out and taken on the excursion.</li></ul>



## Associated Documents

### Meerilinga Policy Manual

- Preface - Section 1 - Strategic and Business Planning Policies (Code of Ethics & Conduct)
- Section 2 - Human Resources Policies
- Section 3 - Finance, Assets and Administration Policies
- Section 6 - Children's Program Policies
  - *Staffing*
  - *Relationships and Partnerships with Families - Communication Plan*
  - *Child Safe Environment*
  - *Delivery and Collection*
  - *Child Safe Environment*
  - *Incident, Injury, Trauma and First Aid*
  - *Illness and Infectious Disease*
  - *Health, Hygiene and Infection Control*
  - *Medical Conditions*
  - *Medications*
  - *Nutrition and Beverages*
  - *Sleep and Rest*
- Section 7 - Workplace Health and Safety Policies
  - *Workplace Health and Safety*
  - *Safe Disposal of Dangerous Products*
  - *Reporting Accidents and Incidents*
- Section 8 - Guidelines

- Excursion / Incursion Risk Assessment Plan
- Excursion Permission Form
- Active Supervision Plan
- Medical Management Plan
- Medical Risk Assessment and Communication Plan

## Guidelines for Advisors

- Consult with Directors and oversee the process for all Centre excursions / incursions.
- Ensure the Director and Responsible Person person in charge of the excursion/incursion understand their regulatory, Policy and duty of care responsibilities.
- Confirm that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/ guardian or person named in the child's enrolment record.

## Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Excursion permission form	CFC	Nominated Supervisor	12 months
Excursion Risk Management Plan	CFC	Nominated Supervisor	12 months
Medication Authorisation	CFC	Lead Educator	3 years from exit
Active Supervision Plan	CFC	Director Lead Educator	12 months
Enrolment form	CFC	Nominated Supervisor	3 years

## Reference

- Education and Care Services National Law Act (WA) 2012 - October 2018
- Education and Care Services National Regulations (WA) 2012 - October 2018
- ACECQA - National Quality Standards - February 2018
- ACECQA - Belonging, Being & Becoming - Early Years Learning Framework
- Code of Ethics - Meerilinga
- Code of Conduct - Meerilinga
- Children and Community Services Act 2004
- Privacy Act 1988
- Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996.
- WA Department of Health. Kidsafe WA - Water Safety Fact Sheet – 2018
- Western Australian, Road Traffic Act 1974 and Road Traffic Code 2000
- Kid Safe Western Australia. Child Car Restraints - Fact Sheet - 2018

## Definitions

Term	Definition
Responsible Person	The responsible person is an individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: <ul style="list-style-type: none"> <li>- The Approved Provider or a person with management or control of the service;</li> <li>- A Nominated Supervisor (Director) of the service; or</li> <li>- A person placed in day-to-day charge of the service in accordance with the National Regulations (National Law).</li> </ul>
Authorised Nominee	In relation to a child, means a person who has been given permission by a parent or family member of the child to collect the child from the education and care service (National Law)
Excursion	An outing organised by an education and care service where enrolled children leave the Children and Family Centre site.
Incursion	When children have the opportunity to engage in other activities outside the Early Learning Program, but still within the Children and Family Centre site. This may include visitors or participating in community events.

Risk Assessment	A document that identifies and analysing potential events that may negatively impact an individual, asset or environment.
Intentional Teaching	In the early childhood education and care context, involves educators being deliberate, purposeful and thoughtful in their decisions and actions. Intentional teaching is the opposite of teaching by rote or continuing with traditions simply because things have 'always been done that way' (Early Years Learning Framework, p. 45).

## Mapping Policy and Processes

Education and Care Services National Law (WA) Act 2012	
<b>Section</b>	165, 165A, 167, 169, 175.

Education and Care Services National Regulations (WA) 2012	
<b>Regulations</b>	98, 99 (165A Law Act), 100, 101, 102, 123, 155, 156, 158, 160, 161, 168(g), 170, 171, 172, 176, 177, 180, 181, 183, 185.

Standards for RTOs 2015
Vocational Education and Training is a significant contributor to Australia's economy domestically, being the primary mechanism to meet the skilling needs of the Australian community. The standards give the community confidence that RTOs are delivering quality training and assessment that is highly regarded both locally and overseas.

Policy Area	National Quality Standards Early Childhood	National Standards for Volunteering Involvement 2015	Standards to Community Services	Standards to Family Support
Children's Programs	QA 1 - 1.1, 1.2. QA 2 - 2.2, 2.2.1, 2.2.2 QA 4 - 4.1 QA 5 - 5.1, 5.2. QA 6 - 6.1, 6.2. QA 7 - 7.1, 7.1.2, 7.1.3.	N/A	N/A	N/A