

Excursion / Incursion Policy



Policy Relevant to:	All educators, Team members and families
Last Reviewed:	July 2023
Next Review:	May 2025
NQF:	4 (1), 89, 90, 97, 98, 99, 100, 101, 102, 102B, 102C, 102D, 123, 136, 151, 158, 160, 161, 168, 170, S51(4A), S165, S167
NQS:	2.2, 2.2.1, 2.2.2
National Law:	

Excursions/incursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. Adventure Patch recognises that excursions provide opportunities for children to explore and engage with in meaningful ways with the wider community as a group and extend on the educational program provided.

Policy

To ensure that all excursions and incursions undertaken by Adventure Patch services are carefully planned and conducted in a safe manner, maintaining children's health, safety and wellbeing at all times in accordance with *Education and Care National Regulations* and *Education and Care Services National Law*; including parental permission being sought for all excursions / incursions.

Adventure Patch encourages children to participate in stimulating and enjoyable activities to reinforce their developmental experiences, assisting children to develop in all aspects of life and benefit from a diversity of learning experiences.

Excursions / incursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. Adventure Patch is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

Adventure Patch will actively seek to minimise any risks associated with excursions / incursions and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

Implementation

Under the *Education and Care Services National Regulations*, the approved provider must ensure policies and procedures are in place for managing excursions/incursions (ACECQA, June 2021). Excursions and incursions will be conducted with the children's safety and wellbeing in mind at all times.

We will regularly schedule incursions and visitors to our services however, if we feel an excursion / incursion will benefit the children and offer a valuable experience, we will adhere to the *National Regulations* and *Service policies* and procedures to plan and manage an experience that is enjoyable and educational for children.

This policy relates to excursions / incursions that may be a 'regular outing' or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit our services.

Definitions

Excursion:

Means 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-

- (a) a 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

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 *substantially* the same on each

Incursion:

Means an activity organised by our early childcare service, whereby an outside body is employed or engaged to visit the service to run an educational program and to promote culture and diversity. This could include a visit from a dentist, the Rural Fire Service, an Aboriginal Cultural awareness group, science or reptile show or a musical or drama performance. Some incursions may be offered free of charge whilst others may incur a small participation cost.

Adventure Patch will:

- Make excursions / incursions a part of the program of education and care.
- Plan for excursions/ incursions with careful consideration of the safety of children and adults.
- Carry out excursions/ incursions only where full documentation and permissions have been completed and obtained.
- Undertake full risk assessments, consideration of value of educational excursions, and plan for first aid requirements.

Considerations for Excursions / Incursions:

The purpose of the excursion / incursion should be clearly identified by educators / team members providing information on how the excursion or incursion supports the educational program and contributes to the outcomes for children.

Excursions/incursions should be planned in advance and consideration given to the:

- time away from the service
- availability of toilet and washing facilities
- access to safe drinking water

- adequate health and hygiene practices
- possible risk to children (identified in risk assessment)
- accessibility for all children
- transportation
- cost (excursions and incursions if applicable)
- weather- wet weather arrangements
- Risk Assessment documentation provided by the excursion venue
- teaching children safety procedures and responsibilities whilst on an excursion
- safety and wellbeing of children whilst at the service whilst participating in an incursion (identified in risk assessment)

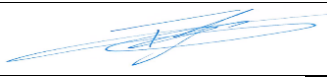
Sources

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Children’s Education & Care Quality Authority (ACECQA). 2021. Policy and Procedure Guidelines. *Excursion Guidelines*.
 Australian Government Department of Education [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#)
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (Amended 2023)
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (2018).

Review History

Policy Reviewed By:	Service Managers	Scott Norris	July 2023
POLICY REVIEWED	July 2023	NEXT REVIEW DATE	May 2025
Modifications	<ul style="list-style-type: none"> • Policy maintenance - no major changes to policy • Hyperlinks checked and repaired as required. • Added considerations • Added resource list. 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
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Signed

CEO:	
Manager:	S. Norris