

# Excursion / Incursion Policy



<b>Policy Relevant to:</b>	All educators, Team members and families
<b>Last Reviewed:</b>	May 2025
<b>Next Review:</b>	May 2027
<b>ECS National Law:</b>	S51(4A), S165, S165A, S167
<b>ECS National Regulations:</b>	4 (1), 89, 90, 97, 98, 99, 100, 101, 102, 102B, 102C, 102D, 123, 136, 149, 151, 158, 160, 161, 168, 170,
<b>NQS:</b>	2.2, 2.2.1, 2.2.2

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

## Purpose

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.

## Implementation

Under the Education and Care Services National Regulations, the Adventure Patch 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.

Adventure Patch 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.

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 well-being 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.

## 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, it 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, a 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.

## **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 and consideration given to the:

- Time away from the service.
- Availability of toilets 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 well-being of children whilst at the service whilst participating in an incursion (identified in risk assessment).

### Excursions/Incursions Risk Assessment

Adventure Patch must conduct a detailed risk assessment, which reflects Regulation 101, before an authorisation is scheduled under Regulation 102 to determine the safety and appropriateness of the excursion/incursion. If the excursion involves transporting children, the risk assessment must adhere to **all** components of regulations 101, 102, 102B, 102C (effective March 2023).

Regulations: Refer to the Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).

If the excursion is a *regular excursion*, or '*regular outing*', a risk assessment authorisation is only required to be carried out once in a 12-month period; however, it must be regularly reviewed. If circumstances around the excursion change, a new risk assessment is required.

### Adventure Patch will:

- Make excursions/incursions a part of the education and care program.
- 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, consider the value of educational excursions, and plan for first aid requirements.

### Related Policies

Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Administration of First Aid Policy Child Safe Environment Policy Code of Conduct Arrival and Departure of Children Policy Emergency Evacuation Policy Incident, Injury, Trauma and Illness Policy	Interaction with Children Policy Orientation Policy Privacy and Confidentiality Policy Safe Transportation Policy Sun Safe Policy Supervision Policy Water Safety Policy
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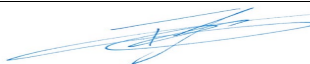
## Sources

Australian Children's Education & Care Quality Authority. (2014).  
 Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).  
 Australian Children's Education & Care Quality Authority (ACECQA). 2021. Policy and Procedure Guidelines. *Excursion Guidelines*.  
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0.  
 Education and Care Services National Law Act 2010. (Amended 2023).  
[Education and Care Services National Regulations](#). (Amended 2023)  
 Kidsafe Victoria Road Safety <https://www.kidsafevic.com.au/road-safety/>  
 Kids and Traffic Early Childhood Road Safety Education Program (NSW) [Transporting Children Safely](#)  
 NSW Government Centre for Road Safety. (2024):  
<https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>  
 Road Transport (Safety & Traffic Management) Act 1999.  
 Victoria State Government Education and Training *Early Childhood Professionals*

## Review History

Policy Reviewed By:	Service Managers	Scott Norris	May 2025
POLICY REVIEWED	May 2025	NEXT REVIEW DATE	May 2027
Modifications	<ul style="list-style-type: none"> <li>Minor policy maintenance</li> <li>Checked regulations and laws</li> <li>Added related policy list</li> <li>Checked resources and hyperlinks</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
July 2023	<ul style="list-style-type: none"> <li>Policy maintenance - no major changes to policy</li> <li>Hyperlinks checked and repaired as required.</li> <li>Added considerations</li> <li>Added resource list</li> </ul>		May 2025

## Signed:

CEO:	
Manager:	S. Norris