Excursion and Incursion Policy

(Sourced: *Child Protection Protocol, The Child Safety Standards,* National Quality Framework and The Education and Care Services National Regulations, ACECQA Policy and Procedure Guidelines Excursions April 2026)

Policy Statement

It is the policy of the center to ensure that the safety and wellbeing of the children and educators is maintained at all times. Whilst children do benefit from excursions that provide the opportunity to experience different environments and explore their local community, we respect the regularly surveyed community at Snuggles strongly supporting the requirement for Snuggles staff to create this environment with the use of incursions.

The centre's incursion program enables children to further their learning by complementing classroom lessons with experts and resources from outside the immediate centre community. Incursions, complement, and are an important aspect of the educational programs offered at our service. Rather than taking the children away from the center, we invite the outdoors in. We utilize the community around us to support children in the safety of their own environment which is supported by our parent community.

*It is Snuggles' policy that we **DO NOT** participate in excursions that leave the center grounds. We would only leave centre grounds in the event of an emergency evacuation (Refer to Emergency Management Plan).*

Snuggles Early Learning Centre considers the safety, rights and best interests of children as the paramount consideration when developing policies and procedures.

The use of the service-issued devices and personal devices are governed by the Safe Use of Digital Technology and Online Environment policy.

Policy Background

This policy and procedure has been created to safeguard children during incursions and excursions by providing clear guidelines for parents/guardians/authorised persons, and staff in relation to the responsibilities that relate to maintaining children's health, safety and wellbeing at all times in accordance with National Regulations.

Legislative Requirements

The incident, injury, trauma and illness policy is consistent with, and refer to, the following legislative requirements.

Section/Regulation	Description
Section 165	Offence to inadequately supervise children

Sections 175A to 175J	Devices in education and care services
Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursion
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre-based services
Regulation 136	First aid qualifications
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

Principles to inform your policy

- Children's connection with the world around them contributes to their sense of belonging. Therefore, our educational program includes incursions to promote opportunities for the children to build connections with the local community.
- Children's safety, health and wellbeing is paramount, and all experiences for the service, including incursions, will be conducted in a way that minimises and addresses any risks identified.
- Clear and concise roles and responsibilities will ensure management, educators and staff are aware of their roles and responsibilities in relation to excursions and incursions.

Key Terms

The definitions to some key terms used in the document are as follow:

Term	Meaning	Source
Capturing, storing and transmitting images of children	Capturing an image includes filming, recording a video or taking a photo/image of a child. Storing means keeping the photo/image or video saved on a device, including a storage device. Transmitting includes sharing a photo or video by text message, email, uploading to any social media or information sharing platform or any other form of distributing an image or recording.	Guide to the NQF (Glossary)

Authorised person	Means: (a) a person who holds a current WWCC [working with children check, or equivalent]; or (b) a family member of a child who is being educated and cared for by the service or the FDC educator; or (c) an authorised nominee of a family member of a child who is being educated and cared for by the service or the FDC educator; or (d) in the case of an emergency, medical personnel or emergency service personnel; or (e) a person who is permitted under the jurisdictional working with children law to remain at the service without holding a WWCC [working with children check, or equivalent].	National Law (Section 170)
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.	National Law (Definitions)
Risk assessment	Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.	
Personal device	A personal device is a device that is owned by a person (NOT owned/supplied by an approved provider for education and care purposes) and is capable of capturing, storing or transmitting an image, for example phones, cameras, tablet computers, and hard drives.	Guide to the NQF (Glossary)
Service-authorised device	A service-authorised device is a device that has been authorised by an approved provider of a family day care service to be exclusively used for providing education and care, including to capture, store or transmit images of children. This device may not be owned by the approved provider or service. This may include devices such as phones, cameras, tablet computers, and hard drives. A service-authorised device must not be used for personal purposes.	Guide to the NQF (Glossary)
Service-supplied/issued device	A service-supplied device is a device that is owned or supplied by an approved provider to be exclusively used for providing education and care, including to capture, store or transmit images of children. This may include devices such as phones, cameras, tablet computers, and hard drives. A service-supplied device must not be used for personal purposes.	Guide to the NQF (Glossary)

Procedures

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 Service.
*It is Snuggles' policy that we **DO NOT** participate in excursions that leave the center grounds. We would only leave centre grounds in the event of an emergency evacuation (Refer to Emergency Management Plan).*

In the event of an emergency or an incursion, 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.

Staffing and ratio requirements are maintained in order to support the excursion and incursion policy. Additional supervision is supported as per centre requirements.

Excursion Procedure

If in the event that an excursion were to take place the following procedures would be followed:

- Written information will be provided to families detailing the nature of all excursions and written permission from families or an authorized nominee is required prior to any escorted journey or excursion from the centre. On excursions and escorted journeys there will be:
- A completed excursion plan and risk assessment as per regulations 100 and 101 (Appendix 1)
- Completed authorization for excursions as outlined in regulation 102 (Appendix 2)
- Authorization to attend the excursion must be completed by an authorized contact named as such in the child's enrolment form
- Appropriate supervision by educators at all times. The minimum staff to child ratio must always be maintained by educators on excursions in line with relevant legislation. Other adults over the age of 18 may attend as necessary to meet the requirement identified in the risk assessment for the excursion under the condition that these adults will not be left alone with any child or group of children.
- A person/persons with current first aid qualifications/specialist skills if required, must be present on the escorted journey or excursion from the centre.
- A staff member in charge of the children on the excursion who is aged 18 years old or over.
- A list of all children and adults participating on the excursion
- A well-equipped first aid kit Emergency contacts for each child on the excursion. Medical information for each child including details of medical management requirements, medication and medical items for each child with medical conditions, mobile phone or other means of communication with the centre and emergency services.
- The Approved Provider/Nominated Supervisor will ensure that a risk assessment has been completed prior to the excursion and that all the children attending the excursion have returned their permission forms.
- Nominated Supervisor will ensure the adults attending the excursion, understand the details of the excursion, the expectations, and their supervision responsibilities.
- Educators on excursion will need to have the list of children attending the excursion and undertake regular attendance checks to account for all children.

Change in circumstances

Risk assessments are required to be conducted before excursions, unless the excursion is a regular outing for which a risk assessment has already been conducted less than 12 months prior. However, when there is a change in circumstances relevant to the risk assessment for a regular outing, the service must update the risk assessments and authorisation forms.

Note: Snuggles children do not attend excursions from the centre Reg 102 and therefore Snuggles is not required under Authorisations to be kept in the enrolment form Reg 161 to include this information in the enrolment forms. If this were to change for any reason Snuggles would comply with the obligations under the prescribed regulations.

Incursion Procedure

- All external providers who facilitate incursions at Snuggles will be required to provide their current Working with Children Check (VIT) details to be recognized as an authorized person and allowed into the centre.
- Children will be supervised at all times by the staff of Snuggles whilst they are participating in an incursion. Staff to child ratios will be maintained at all times.
- Risk assessment will be conducted before the incursion to ensure the safety of children inclusive of virtual incursions (Appendix 3).
- Parent community members are invited to share their cultural and diverse talents within our community. Staff facilitate and supervise this and ratio is maintained.

Links to other policies

This policy if related to the following policies:

- Child Safe Environment Policy
- Incident, injury, trauma and illness Policy
- Safe Transportation of children Policy
- Emergency Evacuation Policy and Guidelines
- Governance and Management Policy
- Acceptance and Refusal of Authorisations Policy
- Delivery of children to, and collection from, education and care service premises Policy
- Medical conditions Policy
- Administration of First Aid Policy
- Nutrition, Food, Beverages, Dietary Requirements Policy
- Sun Protection Policy
- Water Safety Policy
- Sleep and rest for children Policy
- Safe Use of Digital Technology and Online Environments (No personal device use)
- Zoom/Online Meetings online procedures

Induction and Ongoing Training

Snuggles Early Learning Centre is committed to the ongoing training and development of our Educators. Professional development is offered to Educators regularly to support the development, health and wellbeing of children and to support our community.

In order to assess whether the policy has achieved the values and purposes the Directors will:

- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into consideration feedback regarding the policy from staff, parents/guardians.
- Monitor complaints and incidents regarding the policy.

Policy Created/Reviewed

This review will be done in accordance with regulations.

Policy reviewed	**As part of QIP 2026**
Policy Review Date:	**June 2027**

Appendix 1. Risk assessment and management template – excursions

Risk assessment and management template - Excursions		
Service Name	Snuggles Early Learning Centre	
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	**Estimated departure and arrival times and duration of the excursion.**	
	_____ to _____ (_____ hour)	
Proposed activities. List all activities that will take place during the excursion.		
Proposed Route	**Pick up location and destination (s)** List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	
Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	**Requirements for seatbelts or safety restraints in your state or territory have been met.**	
	Yes / No Comment:	
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers		
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.		
The number of children involved in the excursion.	**Educator to child ratio,** including whether this excursion warrants a higher ratio.	
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	Yes / No Comment:	
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):		
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):		

Excursion checklist (Please tick)	
€ First aid kit	€ List of adults involved in the excursion
€ List of children involved in the excursion	€ Medication, health plans and risk assessments for individual children
€ Contact information for each child	€ Contact information for each adult
€ Mobile phone / other means of communicating with the service & emergency services	€ Other items, please list

Plan and Review			
Plan prepared by:	Full name: Signature: Role/Position:	Date:	
Prepared in consultation with:	Full name: Signature: Role/Position:		
Communicated to all relevant staff:	Yes / No Comment if needed:		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed:		
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a 'regular outing'*, a risk assessment must be undertaken at least annually.	Date:		

Appendix 2. Authorization for excursion template

I give permission for my child _____ (please print) of _____ (Room) to participate in the _____(Excursion) on _____(Date) from _____(Time) at _____(Destination)

I understand that my Child will travel to and from the venue by _____(Mode of Transport). I understand that my Child will be secured in their car seat with seatbelts and safety restraint under the law of our jurisdiction in which the Child is being transported.

Proposed activities to be undertaken on the excursion are as follows:

Length of time of excursion _____ hours _____ minutes
Number of Children likely to be attending the excursion _____
The ratio of Educators to Children for the Excursion_____
Extra Adults in attendance Staff_____ Non Staff _____

A risk assessment for this excursion has been prepared and is available at this service.

In the event of any accident or illness, I authorise the Educator-in-charge on the day to obtain such medical assistance as is required and I agree to meet any expense attached thereto.

My Child is allergic to the following medications:

_____

_____

My Child needs the following medication or attention:

_____

_____

PARENT / GUARDIAN'S NAME: _____ (please print)

CONTACT NUMBERS DURING EXCURSION : _____

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

PLEASE NOTE: Children will not be able to participate if they do not return this official Permission Slip. Please return this slip to _____ By _____

Appendix 3. Risk assessment and management template – incursions

Risk assessment and management – Incursions		
Incursion:	**Date:**	**Time:**
Overview of the experience – *Provide a brief overview of the experience*		
Who will be participating? – *In assessing and managing risk, consider the number of children and your knowledge of their capabilities and dispositions.*		
Where will the experience occur? – *Considerations include adequate space, ventilation, weather and environmental conditions.*		
What will the children be doing? – *Include detail about the experience.*	**What equipment will they be using? –** *Consider the equipment and materials required. Are there any safe handling procedures required?*	
Who will be leading the experience? – *Consider whether expertise is required for handling materials or if additional educators might be necessary.*		
Identify hazards – *What are the potential hazards in this experience which could cause harm?*		
Assess risks – Likelihood and severity – *Given your knowledge of the experience, context and children, how likely is it that harm will occur? How severe might that harm be?*		
Manage risks – *Detail how the risk of harm will now be managed. Consider the role of active supervision in mitigating the risk of harm. Refer to the hierarchy of control, if required.*		
At the conclusion of the experience		
Evaluation and review – Risk management – *How effective were the controls for managing the risk of harm? What were the positive and negative outcomes of the experience?*		

Risk assessment and management – Incursions	
Implications for future planning – *Consider safety implications in addition to providing for the extension of learning*	
Experience plan developed by (full name and signature):	**In consultation with (full name and signature):**
Experience plan evaluated by (full name and signature):	**Date of evaluation:**