

Title	ELC and SAC Excursions and Events Policy
Description of policy	Outlines the requirements of Early Learning Centre and School Age Care in relation to the planning and implementation of excursions.
Required because	To comply with obligations of Early Learning Centres and School Age Care operating under the Education and Care Services National Law (the National Law) in respect to excursions.
Description of changes	Format and wording updates to improve clarity.
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Status	<input type="checkbox"/> New <input checked="" type="checkbox"/> Major revision of existing document <input type="checkbox"/> Minor revision of existing document

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Related documents	Event Application and Risk Assessment form Excursion Permission Template Regular Outings template Working With Vulnerable People Check Policy (ACT) volunteer Declaration Form - Working with Vulnerable People Check (ACT) Mandatory and Voluntary Reporting Policy (ACT) Reportable Conduct Policy (ACT) Reportable Conduct Fact Sheet (ACT) ELC & SAC First Aid, Incident, Injury, Trauma and Illness Policy ELC & SAC Incident, Injury, Trauma and Illness Record ELC & SAC Medical Conditions and Administration of Medication Policy
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1. Summary

- 1.1 This policy outlines the requirements of Catholic Education Archdiocese of Canberra and Goulburn (CECG) ELCs and SACs in relation to planning, authorising and conducting excursions and visits by external groups (incursions).
- 1.2 CECG encourages children's participation in excursions, events and regular outings, recognising there are many educational and developmental benefits. These events also build strong and collaborative partnerships between the school and the wider community and strengthen ties with the local school community.
- 1.3 We are committed to ensuring the safety, health and wellbeing of children during excursions and regular outings by conducting risk assessments and ensuring authorisations are obtained from families.
- 1.4 The Event and Excursion workflow process (copied at Appendix one) provides a one-page summary of how to organise events and excursions. (to be read together with this policy)
- 1.5 All relevant ELC & SAC policies continue to apply during excursions, for example incident, trauma and accident policies, reportable conduct and mandatory reporting policies.

2. Risk Assessment and Management

- 2.1 Risk Assessment and management is a crucial and mandatory part of all events. Events must not be approved unless the approver is satisfied risks are adequately identified and mitigated.
- 2.2 A risk assessment must be conducted for excursions, events and local outings as per the Education and Care Services National Regulations (the Regulations (r) (r100, r101). The [Event Application and Risk Assessment form](#) must be used for all excursions and events.
- 2.3 The [Event Application and Risk Assessment form](#) must be submitted to the Nominated Supervisor for approval, before confirming arrangements and seeking written authorisation from each child's parent or authorised nominee. The Nominated Supervisor is responsible for ensuring a risk assessment has been conducted before authorisation for each event is sought from parents/authorised nominees ([r100](#)).
- 2.4 An Event Application and Risk Assessment and approval must be completed for every event and excursion following the event and excursion workflow process at appendix one.
- 2.5 The only exception is regular outings, which require a risk assessment and approval every twelve months. For example, regular walks to a nearby park, or regular visits to the primary school in which the service is located.
- 2.6 Risk assessments must identify and assess risks the excursion may present to the safety, health or wellbeing of each child participating in an event and specify how the identified risks will be managed and minimised. The Regulations (r101) specify a range of factors that must be assessed as part of a risk assessment.
- 2.7 The staff member responsible for the event must brief staff members participating in an event before it occurs regarding risk assessments and associated documents. Participating staff must familiarise themselves with risk assessments and mitigation strategies for the event before participating in it.
- 2.8 Risk assessment is for the type of event, not the location. For example, walks to a nearby park would require a separate and different risk assessment to water play at the same location, because the risks may be different.

- 2.9 Where similar excursions or events have been conducted in the past, previous plans may be reviewed and used as a starting point for planning the new event. A past plan must not be copied without current risk assessment.
- 2.10 Risks must be assessed and managed on an ongoing basis (also known as dynamic risk assessment). A dynamic risk assessment must be completed on the day and at the location of each event. Any significant change to an event plan – for example a change in location – must be recorded and risks identified so approvers are aware of the change.
- 2.11 When there is a change in circumstances relevant to the risk assessment for a regular outing, the service must update the risk assessments and authorization forms. Examples of a change in circumstances include additional children attending, a change in location or there are changes to the route taken to and from the location.
- 2.12 The Regulations do not specify a higher educator to child ratio for excursions, but children must be adequately always supervised. The risk assessment should determine whether the minimum ratios are sufficient to provide adequate supervision while conducting an event.

3. Authorisation

- 3.1 The Regulations require that a Nominated Supervisor ensures that a child is not taken outside the service for the purpose of participating in an excursion unless written authorisation has been provided by the child's parents (or a person nominated in enrolment records as able to give this authorisation - r102). As good practice, it may also be appropriate for the Nominated Supervisor to notify parents of events held at the service through an external provider even when no cost is involved.
- 3.2 The authorisation must be given by a parent or other person named in the child's enrolment record as having authority, given by a parent, to authorise the taking of the child outside the education and care service premises by an educator. CECG services are to use the [Excursion Permission Template](#) and or [Regular Outings template](#) to gain permission from families.
- 3.3 All parents should be requested before the excursion to provide up-to-date details of any medical condition, relevant medications, relievers and EpiPen's. where a child is considered at higher risk, because of an existing medical condition, appropriate mitigation strategies are to be implemented.
- 3.4 The planned activities should be appropriate for children's capacity, and all required skills should be identified. Where a child is identified as not having the necessary capacity, appropriate adjustments and risk management strategies should be implemented for that particular child.
- 3.5 Under [r102](#) excursion authorisation must include:
- the child's name; and
 - the reason the child is to be taken outside the premises; and
 - if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
 - if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion; and
 - a description of the proposed destination for the excursion; and
 - if the excursion involves transporting children—
 - a) the means of transport; and

- b) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
 - the proposed activities to be undertaken by the child during the excursion; and
 - the period the child will be away from the premises; and
 - the anticipated number of children likely to be attending the excursion; and
 - the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
 - the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
 - that a risk assessment has been prepared and is available at the service.
- 3.6 The Regulations state that if an excursion is a regular (local walk and/or school visits) the authorisation is only required to be obtained once in a 12-month period. In this circumstance a record of this authorisation should be kept with each child's enrolment record.

Authorisation forms

- 3.7 CECG Services can use the [Excursion Permission Template](#) for all excursions, or an equivalent (e.g. online form) that contains all required information. The legally required information is included in the CECG template.
- 3.8 The [Regular Outings template](#) provides information about local walks and school visits, for parents/carers to authorise when their child/ren have enrolled in CECG early learning centres.

4. Planning Events

- 4.1 The degree of planning required is influenced by the nature of the event, the level of risk and the children and adults who are participating.
- 4.2 Supervision for events may include staff members and/or other responsible adult volunteers to ensure that adequate supervision of children is maintained at all times.
- 4.3 Volunteers must comply with applicable policies and regulations, including the [Working With Vulnerable People Check Policy \(ACT\)](#), [Mandatory and Voluntary Reporting Policy \(ACT\)](#) and [Reportable Conduct Policy \(ACT\)](#). The [Reportable Conduct Fact Sheet \(ACT\)](#) has been prepared to assist volunteers understand CECG and volunteer responsibilities.
- 4.4 Staff remain responsible for managing volunteers and ensuring they appropriately supervise children. Volunteers should not supervise children alone without a staff member present, even if one supervisor would meet the required child: supervisor ratio.
- 4.5 When planning an event, consideration must be given to how long the children will be away from service and how to best cater for the health and hygiene needs of the children, including:
- a) ensuring that adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for safe use by children (r109)
 - b) ensuring that children have access to safe drinking water and are offered appropriate food and beverages during the excursion (r78)
 - c) adequate health and hygiene practices can be adhered to when handling, preparing and storing food and are in place to minimise risks to children (r77)
 - d) children's medical needs including the requirements for the administration of medication. Where a child attending the excursion has a specific health care need,

allergy or relevant medical condition, the risk assessment should consider the management of the child's medical needs (r162).

5. Conducting Excursions and Regular Outings (not including school visits)

- 5.1 When children are taken from the service on an excursion or regular outing, the following items should be taken with educators:
- appropriate number of suitably equipped first aid kits
 - operating mobile telephone
 - accessible list of children in attendance and emergency contacts for each child
 - medication, medical action plans and where appropriate risk assessments for individual children
 - A list of adults in attendance and
 - items specific to the excursion circumstances, such as sunscreen and hats.

6. Definitions

- 6.1 **Regulation (r):** Education and Care Services National Regulations
- 6.2 **National Law (s):** Education and Care Services National Law Act.
- 6.3 **ACECQA** – Australian Children's Education and Care Quality Authority: The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.
- 6.4 **Authorised Person:** A parent or family member of a child who is being educated and care for by the service or their authorized nominee.
- 6.5 **Dynamic risk assessment:** (also called ongoing risk assessment): Risk assessment conducted on the day of an event or activity. Even events that have been approved and assessed require a scan of local risks to ensure conditions or circumstances have not changed.
- 6.6 **Excursions:** An outing organized by an education and care service or family day care educator, but does not include an outing organized by an education and care service provided on a school site if:
- a) The child or children leave the education and care service premises I the company of an educator; and
 - b) The child or children do not leave the school site
- 6.7 **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 the same on each outing.
- 6.8 **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.

7. Related Documents and Legislation

7.1 Related CECG Documents:

- e) [Event Application and Risk Assessment form](#)
- f) [Excursion Permission Template](#)
- g) [Regular Outings template](#)
- h) [Working With Vulnerable People Check Policy \(ACT\)](#)
- i) [Mandatory and Voluntary Reporting Policy \(ACT\)](#)
- j) [Reportable Conduct Policy \(ACT\)](#)
- k) [Reportable Conduct Fact Sheet \(ACT\)](#)

7.2 Related legislation or Standards

- l) [Education and Care Services National Law Act 2010](#)
- m) [Education and Care Services National Regulations 2011](#)
- n) [National Quality Standard](#) (schedule to the Education and Care Services National Regulations)

8. Contact

- 8.1 For support or further questions relating to this policy, contact the CECG General Manager Early Learning Centres.