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1. Summary

- 1.1 This policy outlines the requirements of Catholic Education Archdiocese of Canberra and Goulburn (CEGC) ELCs and SACs in relation to planning, authorising and conducting excursions and visits by external groups (incursions).
- 1.2 CEGC encourage children's participation in excursions and incursions, 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.

2. Approval & Risk Assessment

- 2.1 A risk assessment must be conducted for excursions and incursions (jointly known as events) at CECG ELCs and SACs (r101). The [Event Application and Risk Assessment form](#) must be used for all events.
- 2.2 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).
- 2.3 An Event Application and Risk Assessment and approval must be completed for every event.
- 2.4 The only exception is regular events, which require risk assessment and approval every twelve months. Regular events are separate but related occasions as part of one program. For example, regular walks to a nearby park, or regular visits by an external group to provide music lessons.
- 2.5 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 National Regulations specify a range of factors that must be assessed as part of a risk assessment.
- 2.6 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.
- 2.7 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.
- 2.8 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.
- 2.9 Risks must be assessed and managed on an ongoing basis (also known as dynamic risk assessment). 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 in the online application and risk assessment so approvers are aware of the change.

- 2.10 The National Regulations do not specify a higher educator to child ratio for excursions but children must be adequately supervised at all times. The risk assessment should determine whether the minimum ratios are sufficient to provide adequate supervision while conducting an event.

3. Authorisation

- 3.1 The National 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 incursions.
- 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 can use the [Excursion Permission Template](#), or an equivalent (e.g. online form) that contains all required information. The legally required information is included in the template.
- 3.3 Under Regulation 102 excursion authorisation must include:
- a) the child's name; and
 - b) the reason the child is to be taken outside the premises; and
 - c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
 - ca) 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
 - d) a description of the proposed destination for the excursion; and
 - e) if the excursion involves transporting children—
 - i. the means of transport; and
 - ii. any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
 - f) the proposed activities to be undertaken by the child during the excursion; and
 - g) the period the child will be away from the premises; and
 - h) the anticipated number of children likely to be attending the excursion; and
 - i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
 - j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
 - k) that a risk assessment has been prepared and is available at the service.
- 3.4 The National Regulations state that if an excursion is a regular outing 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.

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 the service and how to best cater for the health and hygiene needs of the children, including:
 - a) ensuring that adequate 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 (r 78)
 - 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 (r 77)
 - 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 (r 160(3)).

5. Conducting Excursions

- 5.1 When children are taken from the service on an excursion, the following items should be taken with educators:
 - a) appropriate number of suitably equipped first aid kits (r 89)
 - b) operating mobile telephone with an appropriate telephone network (r 98)
 - c) a list of children in attendance and contact information of any person who is to be notified of any incident, injury, trauma or illness involving the child and the child's registered medical practitioner or medical service (r 162)
 - d) medication, medical action plans and where appropriate risk assessments for individual children
 - e) A list of adults in attendance and contact information for of any person who is to be notified of any incident, injury, trauma or illness involving the adult, and
 - f) items specific to the excursion circumstances, such as sunscreen and hats.



6. Related Documents and Legislation

6.1 Related CECG Documents:

- [Event Application and Risk Assessment form](#)
- [Excursion Permission Template](#)
- [Working With Vulnerable People Check Policy \(ACT\)](#)
- [Mandatory and Voluntary Reporting Policy \(ACT\)](#)
- [Reportable Conduct Policy \(ACT\)](#)
- [Reportable Conduct Fact Sheet \(ACT\)](#)

6.2 Legislation and Standards:

- [Education and Care Services National Law 2011](#)
- [Education and Care Services National Regulations 2011](#)
- [National Quality Standard](#) (schedule to the Education and Care Services National Regulations)

7. Contact

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