

Educational Program & Practice

Excursion and Incursion Policy.

Our Vision.

To give every child **the best start in life.**

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

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| Care | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| Quality | We maintain the highest standards in care and safety and provide exceptional early years education. |
| Service | We provide exceptional service and are integral to supporting parents bringing up children. |
| Value | We provide outstanding value for our families. |



Excursion and Incursion Policy.

In our educational programs, Busy Bees Early Learning Australia emphasises the significance of excursions and regular outings, which play a vital role in fostering the children's relationships with the local community and enhancing their feeling of belonging and connection to the world around them. 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.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 1 – Educational Program and Practice	
1.1 – Program	1.1.1 – Approved Learning Framework
	1.1.3 – Program Learning Opportunities
1.2 – Practice	1.2.1 – Intentional Teaching
	1.2.2 – Responsive Teaching and Scaffolding
	1.2.3 – Child Directed Learning
1.3 – Assessment and Planning	1.3.1 – Assessment and Planning Cycle
	1.3.2 – Critical Reflection
	1.3.3 – Information for Families
QUALITY AREA 2 – Children's Health and Safety	
2.2 – Safety	2.2.1 – Supervision
	2.2.2 – Incident and Emergency Management
QUALITY AREA 4 – Staffing Arrangements	
4.1 – Staffing Arrangements	4.1.1 – Organisation of Educators
QUALITY AREA 6 – Collaborative Partnerships with Families and Communities	
6.2 – Collaborative Partnerships	6.2.3 – Community Engagement

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law – 165, 167, 168, 169, 170)
Part 7	Compliance with this Law (Law – 189)
Part 4.1	Educational Program and Practice (Reg – 73)
Part 4.2	Children's Health and Safety (Reg – 82, 83, 85, 86, 87, 90, 91, 97, 98, 99, 100, 101, 102, 102A-F)
Part 4.7	Governance and Leadership (Reg – 160, 161, 162, 166, 168, 177)

RELATED POLICIES	
Child Enrolment and Orientation Policy	Incident, Injury, Trauma, and Illness policy
Code of Conduct Policy	Social Media Policy
Confidentiality and Privacy Policy	Record Keeping and Retention Policy
Delivery and Collection of Children Policy	Respectful Relationships with Children Policy
Educational Program Policy	Supervision Policy
Enrolment and Orientation Policy	Sun Protection Policy
First Aid Policy	Transportation Policy

PURPOSE

Busy Bees Early Learning Australia aim to ensure that all excursions and incursions undertaken by the Service are planned and conducted in a safe manner, always maintaining children's wellbeing in accordance with National Legislation. We believe excursions and incursions provide children with the opportunity to expand and enhance their skills and knowledge gaining invaluable learning experiences and insight into their local and wider community.

Excursion and Incursion Policy.

SCOPE

Management, Children, Employees, Visitors, Families and Contractors

POLICY

Busy Bees Early Learning Australia will regularly schedule incursions and visitors to our Services. However, if we feel an excursion will benefit the children, we will adhere to the National Regulations and Service policies and procedures.

Excursions and incursions are planned on the interests of children and as an extension of their learning which is an important part of the Services' programming. This assists children in being confident and involved learners by extending their experiences and enjoying special events and activities not available at the Service. It also provides an opportunity for children to be connected and engaged with their local and wider community.

In addition to these planned events, we may also have community visitors, students, contractors, or tradespeople attend the Service, which will provide children the opportunity to interact with a variety of people and experiences they may not ordinarily be able to participate in.

All excursions and incursions undertaken by a Busy Bees Service will be planned with reference to the Early Years Learning Framework, the National Quality Standard, be appropriately supervised, and be supported by written parental or guardian permission. All excursions and incursions will have a Risk Management Plan completed prior to the event.

Risk Management and Authorisations

In accordance with Regulations, a Risk Management Plan will consider:

- The proposed route and destination for the excursion
- Any water hazards
- Any risks associated with water-based activities
- Transport to and from the proposed destination
- The anticipated number of adults and children
- Appropriate ratio's
- Whether adults with specialised skills are required
- The proposed activities
- The duration of the excursion
- Items to be taken on the excursion

The Service Manager is responsible for ensuring that the Excursion and Incursion Risk Management Plan is completed and approved. Families have the right to view these plans prior to the event.

A detailed risk assessment will be conducted as part of the Risk Management Plan to determine the safety and appropriateness of the excursion or an incursion before authorisation is sought. Risk assessments will not be conducted more than 3-6 months in advance of an event.

Families will be informed of excursions and incursions in advance, and provided an Excursion Authorisation form that must be completed in full and returned to the Service for all excursions. Children will not be taken outside the Service on an excursion without written authorisation being provided.

Excursion and Incursion Policy.

Excursions

An excursion is a structured learning experience which is conducted externally to the childcare site. Parental consent must be given prior to taking children on an excursion.

Before an excursion is undertaken, an Excursion and Incursion Risk Management Plan is to be completed and a risk assessment thoroughly undertaken. This plan must be approved by all relevant parties in accordance with procedural guidelines and timeframes prior to proceeding with plans for the excursion or advising Families of excursion information or providing authorisation forms.

This Risk Management Plan will identify and assess any risks posed to the safety, health or well-being of children being included, and specifies how the identified risks will be managed and minimised.

If the excursion is a regular outing, a risk assessment will be conducted and remain in place for 12 months. 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. Examples of changes in circumstances include additional children attending, when there is a change in the location, or there are changes to the route taken to and from the outing.

The number of employees participating in an excursion will always be above the minimum mandated child to staff ratios for each age group. Regardless of the number of children participating, at least two employees, including one with current First Aid, Emergency Asthma Management and Anaphylaxis Certificates, will attend all excursions.

Volunteer parents and Family members may attend excursions. They will not be included in ratios and MUST adhere to the current Working with Children/Vulnerable People requirements relevant to the specific state/territory guidelines. Where valid cards are required, they must be provided to the Service for inspection prior to the excursion, and a colour copy will be kept. Volunteers will not be left alone with any child or group of children.

The Excursion and Incursion Risk Management Plan, an excursion bag containing all items identified on the excursion checklist, a first aid kit, an attendance roll with the names of all children attending, their emergency contact numbers specific to the day of the excursion and any allergies or medical conditions plans, a mobile phone, appropriate food (if required) and water supplies will be taken on all outings.

Children will wear items identifying the Service i.e. Busy Bees vests, badge, but will not identify the child's name. Busy Bees Sun Protection Policy and procedures will be observed while on excursions.

Where required, the Service Manager is authorised to exclude a child from an excursion or for a child to be returned early from an excursion if they believe it is not possible to manage the risks to that child or other children's safety while away from the Service, unless the child has a Family member willing to accompany the excursion to supervise their child.

Where practical, this will be taken into consideration in the Risk Assessment undertaken before the excursion. In the event of a child being excluded from participating the matter will be discussed as soon as practicable with the Family, and where possible, in advance of the excursion.

Excursion and Incursion Policy.



Incursions

An incursion is a planned learning experience which is conducted within the Service and may involve members of the community attending the Service to educate, perform or participate in learning experiences. Parent consent may need to be given prior to a child's participation in an incursion.

Busy Bees is committed to delivering high quality educational experiences that meet the individual needs of all children and believe that appropriate, fun, and interactive incursions promote positive learning outcomes including engagement that provides children the opportunity to participate in exciting and hands on experiences.

People presenting incursions must have a current Working with Children/Vulnerable People Card which is to be provided, and a colour copy kept with the Excursion and Incursion Risk Management Plan.

Transportation (refer to the Busy Bees Transportation Policy)

National Child Restraint Laws will be adhered to when transporting children to and from the Service.

Busy Bees will not use transportation for children unless prior written consent has been obtained by the child's parent or authorised guardian. Upon enrolment, Families are required to consent for their child to be transported to hospital in an ambulance in the event of a medical emergency.

In the event of a planned excursion away from the Service, we will provide Families with documented information, listing the transportation service that has been employed. Where possible, the Service will employ transportation services with seat belts. Transportation companies employed by the Service must have a comprehensive current public liability insurance policy and drivers will have a current Working with Children/Vulnerable People Card.

When children are entering or departing a vehicle, it will be parked of the side on the road and children will enter and leave via the passenger side only. They will be physically assisted in and out by an employee. Employees will physically check that restraints have been buckled securely.

If a breakdown or accident occurs, the driver or Responsible Person in Charge will follow appropriate processes.

All Drivers employed by the Service will hold a current open and unrestricted driver's license. They will be responsible for completing the Daily Bus Checklist and following all relevant policies and procedures pertaining to the safety of children in their care, the costs of any traffic infringements incurred or received by the driver and informing the Service of any personal infringements or restrictions to their license post induction.

The Approved Provider, Service Manager, and employees are not permitted at any time to transport children away from the Service in their personal cars.

In the event an emergency evacuation is required, and emergency services give the direction for the Service to evacuate to external premises, the Responsible Person will attempt to employ the services of a transport company, if time permits, to relocate the children and employees to a safe location. Under these circumstances, Families will be informed of where to collect their child.

SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

Excursion and Incursion Policy.



[The Early Years Learning Framework for Australia](#)

[Guide to the National Quality Standard](#)

[Guide to the National Quality Framework](#)

[ACECQA Excursions Policy Guidelines](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/010/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous version

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.