

CEEC PP PRO EXCURSION AND INCURSION PROCEDURE

Policy Domain	PROGRAMMING AND PRACTICE
Document type	PROCEDURE
Applicable to	CATHOLIC EARLY EDCARE
Version	0.2
Date approved	16/07/2019
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE
Review date	16/07/2020
Policy Sponsor	PROGRAMMING AND PRACTICE
Related policy documents	CEEC PP POL Excursion Policy CEEC PP POL Interactions With Children Policy CEEC PP POL Guiding And Supporting Behaviour Policy CEEC HS POL Health And Safety Policy CEEC PP POL Supervision Policy CEEC PP PRO Supervision Procedure CEEC HS POL Water Safety Policy CEEC HS POL First Aid Policy CEEC HS POL Sun Safety Policy CEEC HS POL Incident And Investigation Policy CEEC HS PRO Incident And Investigation Procedure CEEC FC POL Authorisation And Refusals Policy
Related legislation	Education And Care National Law Act 2010 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This procedure has been developed to assist Services with the planning and management of excursions, incursions and regular outings.

SCOPE

This procedure applies to Educators as defined in the Education and Care Services National Law.

PROCEDURE (ALL SERVICES)

1. PLANNING AN EXCURSION, INCURSION OR REGULAR OUTING

- 1.1 In planning for an excursion, incursion or regular outing, a Service will take into account the following –
- Is the excursion, incursion or regular outing linked to the educational program of the Service
 - The children's age, interests and abilities
 - Costs associated with the excursion, incursion and/or regular outing (CEEC Activity Costing Template)
- 1.2 Prior to the decision to conduct an excursion, incursion or regular outing, a responsible person in charge (ideally the Director/Coordinator) is required to visit the proposed venue and/or location and complete risk assessments on the suitability of the excursion, incursion or regular outing.
- 1.3 As per Regulation 101 (2) Conduct of risk assessment for excursion of the Education and Care Services National Regulations 2011, the risk assessment must consider the following –

- a) The proposed route and destination for the excursion (incursion and/or regular outing)
- b) Any water hazards
- c) Any risk associated with water-based activities
- d) The transport to and from the proposed destination for the excursion (incursion and/or regular outing)
- e) The number of adults and children involved in the excursion (incursion and/or regular outing)
- f) Given the risks posed by the excursion, the number of workers or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. lifesaving skills)
- g) The proposed activities
- h) The proposed duration of the excursion (incursion and/or regular outing)
- i) The items that should be taken on the excursion (e.g. mobile phone, emergency contacts)
- j) (incursion and/or regular outing)

- 1.4 The following forms are to be completed by when planning an excursion, incursion and/or regular outing –
- CEEC HS FORM - Risk Assessment
 - CEEC PP FORM - Planning Document
 - CEEC PP FORM – Pre Excursion and Incursion Checklist
 - CEEC PP FORM – Swimming Ability form (if relevant)
 - CEEC PP FORM – Excursion Permission Form (this form can used for regular outings)
 - CEEC PP FORM – Booking Form (if relevant)

- CEEC Activity Costing Template (if relevant)

1.5 OSHC Services planning excursions and/or incursions during vacation care are to refer to the specific section below for further requirements.

2. AUTHORISATIONS

2.1 All Catholic Early EdCare Services are required to ensure compliance with the CEEC FC POL Authorisation and Refusal Policy and ensure that all permission forms relating to an excursion and/or regular outing are kept in the enrolment record for each child; in accordance with Regulation 161 (1) and (2) of the Education and Care National Regulations. Permission forms are not required for incursions under the Education and Care Regulations however it is recommended Services seek Parent/Carer authorisation for children to participate in activities/events involving a third party provider. Services should also make available to Parents/Carers information related to the third party provider including operating name, website details (if relevant/available), completed Service risk assessments, relevant risk assessments provided by the third party provider and accommodate any reasonable request for further information/documentation made by a Parent/Carer in relation to a third party provider.

2.2 As per the CEEC PP POL Excursions Policy, Services are required to adhere to Regulation 99 of the Education and Care Regulations - Children leaving the education and care premises –

1. The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with sub regulation (4).
2. The nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with sub regulation (4).
4. The child may only leave the relevant premises if the child-
 - a) is given into the care of-
 - i. a parent of the child; or
 - ii. an authorised nominee named in the child's enrolment record; or
 - iii. a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or
 - b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or
 - c) is taken on an excursion in accordance with this Division; or
 - d) is given into the care of a person or taken outside the premises -

- i. because the child requires medical, hospital or ambulance care or treatment; or
- ii. because of another emergency.

5. In this regulation "parent" does not include a parent who is prohibited by a court order from having contact with the child.

2.3 Services are required to ensure compliance with section 5 of the National Law, where the definition of an education and care service is provided - "each place at which an education and care service operates or is to operate".

2.4 Catholic Early EdCare Services must ensure that if operating outside of the education and care service premises (i.e. licenced space/approved space/child care premises), whether on school site or not, they must have the permission of Parents/Carer as per Regulation 99.

3. RISK ASSESSMENTS

- 3.1 Risk Assessments are to be completed by all Services prior to the approval of an excursion, incursion and/or regular outing –

Check the Catholic Early EdCare Risk database to ascertain if a risk assessment is already in place (see How to access the Risk Database information sheet in the WHS Supporting Documents). If so, note the number/s of the risk assessment from the risk database on the CEEC PP FORM - Pre Excursion and Incursion Checklist. Print the relevant risk assessments and ensure staff read, sign, and have a working knowledge of the control measures. If service specific control measures are required enter these in the relevant column prior to printing.



Services are to adhere to point 1.4 in this procedure
In the event of an excursion, obtain risk assessments from the venue for review.
In the event of an incursion, obtain risk assessment from the incursion provider.



If any additional risks are identified that are not already assessed in the risk database, the CEEC HS FORM - Risk Assessment form (WHS Supporting Documents on AI) is to be used to complete a new risk assessment or assessments.



The Director/Coordinator is required to approve the planned excursion, incursion or regular outing. Where a risk assessment identifies the risk as being 'severe' post control measures, the excursion/incursion/regular outing cannot proceed without the approval of Catholic Early EdCare. The CEEC PP FORM - Pre Excursion and Incursion Checklist must be completed.

4. RISK MANAGEMENT

- 4.1 All staff members are required to implement and adhere to all relevant Archdiocese of Brisbane, Centacare and Catholic Early EdCare policies and procedures throughout an excursion, incursion and/or regular outing.
- 4.2 It is the responsibility of the Responsible Person in Charge of an excursion, incursion and/or regular outing that all staff members (including students/volunteers and Parents/Carers)

participating in the event are aware of the control measures to be implemented and adhered to throughout the excursion, incursion and/or regular outing.

- 4.3 It may be that a staff meeting is required to be held in advance of the excursion, incursion and/or regular outing to ensure as far as reasonable practical, staff are trained and competent in the management of an excursion, incursion and/or regular outing.
- 4.4 All staff are to ensure the CEEC PP POL Supervision Policy and CEEC PP PRO Supervision Procedure to implemented and adhered to at all times throughout an excursion, incursion and/or regular outing and the completion of dynamic risk assessment are undertaken throughout the event to maintain the health, safety and wellbeing of all staff and children in the care of Catholic Early EdCare.

5. TRANSPORTATION

- 5.1 Where Service owned vehicles are used during an excursion or regular outing all adult and child restraints are to be used as per legislation (this includes use of child car seats/booster seats etc. for children under the age of seven (7)).
- 5.2 All Service owned vehicles must have car restraints (seat belts) and anchorage points. These are to be checked annually by an authorised person. All restraints (seat belts etc.) must be fitted in accordance with legislation outlined in Australian Transport Operations (Road use Management Act) 1995 and manufacturer's guidelines, checked regularly and maintained and stored hygienically.
- 5.3 Children under the age of seven (7) travelling in a Service owned vehicle must also use a safety restraint for children under the age of 7 years. This is to be provided by the Parent/Carer.
- 5.4 All child car seats, booster seats etc. used for children under the age of seven (7) whether provided by a Parent/Carer or provided by a Service, must be fitted in accordance with legislation outlined in Australian Transport Operations (Road use Management Act) 1995 and manufacturer's guidelines, checked regularly and maintained and stored hygienically.
- 5.5 When a Service hires a vehicle to be driven by a Catholic Early EdCare staff member with 12 seats and under (including the driver), the vehicles must have seat belts and all children under the age of seven (7) must also use a safely restraint i.e. child care seat/booster seat etc. This is to be provided by the Parent/Carer.
- 5.6 There is no requirement for child seats/booster seats to be used for children under the age of seven (7) when hiring vehicles with over 12 seats (i.e. a bus) unless required by the hire company/business.
- 5.7 Services with owned vehicles are to ensure the maintenance of the vehicle is appropriate prior to the day of an excursion and/or regular outing. Services are also required to ensure the periodic maintenance of the vehicle is completed to ensure the vehicle is roadworthy.

- 5.8 Services with owned vehicles are also required to ensure risk assessments for the vehicles have been completed. When engaging an external party to provide transportation the following procedure is to be followed –

Identify a transport provider. Request the driver holds a blue card. Ensure transport provider can provide a vehicle suitable to the needs of Catholic Early EdCare (this includes seat belts), roadworthy vehicle, insurance documentation, and a trained/competent and licenced driver.



Request information as to name of driver in advance. Inform the provider that Catholic Early EdCare reserve the right to request to see a valid licence from the driver and blue card at the commencement of the booking. Liaise with transport provider as to route to be taken to and from the desired location. Request the transport provider provides evidence of a break down procedure, risk assessments, emergency procedure, and identify any first aid equipment available on the vehicle



Ensure Catholic Early EdCare take a first aid kit, emergency kit, emergency contact numbers and mobile phone

6. INFORMING PARENTS/CARERS

- 6.1 Once the risk assessments and the CEEC PP FORM –Pre Excursion Checklist has been completed and the excursion or regular outing has been approved, the CEEC PP FORM – Excursion Permission Form will require distribution to Parents/Carers.
- 6.2 The CEEC PP FORM – Excursion Permission Form may be circulated via email with all Parents/Carers in the bcc section of the email recipients or provided in person at the Service.
- 6.3 The CEEC PP FORM – Excursion Permission Form should be distributed no later than 10 days before the planned excursion or regular outing
- 6.4 The CEEC PP FORM – Excursion Permission Form may be completed and circulated once per term for a regular outing, with all days/dates of the regular outing detailed. If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period (In accordance with the Education and Care National Regulation.102 (5))
- 6.5 Parents/Carers (or authorised nominee as per enrolment forms) are required to sign and return the completed form or confirm approval via reply email prior to their child/children participating in the outing.

- 6.6 Services are not permitted to create their own excursion or regular outing permission forms.
- 6.7 The CEEC PP FORM – Excursion Permission Form complies with Regulation 102 (4) Authorisation for excursions, if it includes all the required details below -
- The child's name
 - The reason the child is to be taken outside the premises
 - The date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
 - A description of the proposed destination for the excursion
 - The method of transport to be used for the excursion
 - The proposed activities to be undertaken by the child during the excursion
 - The period the child will be away from the premises
 - The anticipated number of children likely to be attending the excursion
 - The anticipated ratio of workers attending the excursion to the anticipated number of children attending the excursion
 - The anticipated number of workers and any other adults who will accompany and supervise the children on the excursion
 - That a risk assessment has been prepared and is available at the service

7. PARENT/CARER APPROVAL NOT PROVIDED

- 7.1 In the event a Parent/Carer does not provide approval for their child or children to participate in a planned (and approved) excursion and/or regular outing, the Service is required to accommodate the care needs of the child/children concerned. 'Accommodate' does not necessarily commit the Service to providing care but does include liaising with and assisting the Parent/Carer where reasonable and practical, with --
- Identifying an alternative Catholic Early EdCare Service that may be able to provide care on the day
 - Providing care if there are a number of children without approval to attend and the Service has approval from the Area Manager to provide care at the Service
 - Informing the Parent/Carer that during Vacation care programs, enrolment for the day is conditional upon accepting the planned excursion. It may be in certain circumstances where the Service is splitting into groups that the child may be able to remain at the Service with another group of children and not attend the planned excursion activity.
 - Where approval is not provided to participate in an excursion activity (as defined in the policy), the Service will discuss with the Parent/Carer and Area Manager alternatives. This may include the child remaining in the care of Catholic Early EdCare but not participating in the activity on the day.

- 7.2 Services are encouraged to liaise with the Parents/Carers and identify if there is a concern relating to the excursion, incursion or regular outing that the Parent/Carer has, that can be discussed further, provide clarification, and alleviate concerns/apprehension on behalf of the Parent/Carer; and result in the Parent/Carers providing permission. It may be that additional controls can be implemented by the Service, adjustments to risk assessments etc. that when communicated with the Parent/Carer, result in the Parent/Carer now providing permission. Generally, enrolment in an OSHC during vacation care is considered acceptance of the vacation care program/activities scheduled for that day.
- 7.3 Should a Parent/Carer not wish to provide permission the Service is required to provide a suitable alternative arrangement for the child and /or children concerned.
- 7.4 Services are not permitted to inform a Parent/Carer that their child or children cannot attend a Service due to the failure to provide approval to attend an excursion, incursion or regular outing.
- 7.5 Services are required to review at a minimum 5 working days prior to the excursion, incursion or regular outing, the permissions provided by Parents/Carers. At this time, Services are to identify the children in their care that have not been provided with permission and follow this up with the Parent/Carer.
- 7.6 Services will conduct a second round of permission checks 2 days prior to the planned date of the excursion, incursion and/or regular outing (if required) and respond accordingly if permission has not been provided at this time.
- 7.7 In the event a Parent/Carer fails to return the permission form, or fails to provide approval via reply email prior to the day of the excursion, incursion and/or regular outing, and have not indicated to the Service that permission is not granted, Services may contact the Parent/Carer via the phone on the day of the events, inform them of the planned event and that permission has as yet not been provided, and request verbal approval over the phone/via text/via email immediately so that the child can participate. This situation should be avoided if Services are adhering to points 6.4 and 6.5 above.

8. DURING THE EXCURSION, INCURSION OR REGULAR OUTING

- 8.1 The Nominated Supervisor is required to ensure that –
- An appropriate educator is appointed as the Responsible Person in Charge in the event that they are unable to attend
 - All staff are aware of who the Responsible Person in Charge is, and it is indicated on the roster
 - The Responsible Person in Charge is aware, and understands their responsibility and role
- 8.2 The Responsible Person in Charge on the day of an excursion, incursion or regular outing is required to ensure that -

- Items required for the excursion, incursion and regular outings are detailed on CEEC PP FORM Pre Excursion & Incursion Checklist
- The Service is required to complete the CEEC PP FORM Pre Excursion & Incursion Checklist at the commencement of the Services' operations
- All staff and children attending are informed of excursion, incursion and/or regular outing timetable/itinerary
- Any special requirements are identified (i.e. medication, dietary etc.)
- Supervision requirements are identified and adhered to
- First Aid and Emergency response requirements are identified and available
- Grouping of children has been confirmed, implemented, and communicated to all staff prior to the commencement of the event. All group allocations will be held by the Responsible Person in Charge, as well as individual group lists provided to staff.
- Staff responsibilities have been discussed with, understood by, and record for all staff prior to the event
- Excursion, incursion and/or regular outing control measures as detailed in the risk assessment(s) have been communicated to all staff and as required, to all children.
- A list of children on the excursion, incursion and/or regular outing will remain in the Service as a record, whilst the Responsible Person in Charge will carry the service device (e.g. iPad) with access to the childcare software throughout the event
- Roll check and head counts will be made at regular intervals and when moving from one area to another, these points will be identified and communicated as part of the planning process e.g. embarking and disembarking transport, transitioning areas. These checks are to be noted on the excursion checklist.
- Staff will adhere to the requirements of the CEEC PP POL Supervision Policy and CEEC PP PRO Supervision procedure at all times
- Appropriate staff/child ratios are maintained at all times
- Children are not in the custody of members of the public at any time or unsupervised during the use of toilets/change room facilities etc.
- A Parent room is utilised for toileting for boys/girls if only female/male workers in attendance.

8.3 Staff members are responsible for assessing each environment is safe before allowing children to access the area.

9. IMAGES/SOCIAL MEDIA USE

9.1 Staff members are required to comply with CEEC Social Media Policy at all times.

- 9.2 Where possible, the Service camera may be taken on the excursion for staff to record and document children's experiences (in accordance with approvals received from Parents/Carers on the child's enrolment forms)
- 9.3 Staff members are not permitted to take photos on personal devices i.e. smart phones or iPads.
- 9.4 Staff members are required to ensure that any images taken by an excursion, incursion and/or regular outing external party/provider are taken in accordance with the appropriate permissions and their use, is in accordance with the policies of Catholic Early EdCare. If in doubt, do not allow images to be taken of children by external parties. (Note - Incursion providers may only take photos or video images of children in care of Catholic Early EdCare with the permission from Parents/Carers. Services are not able to provide phone numbers or email address etc to an incursion provider in order to facilitate permission.)

10. INJURIES/ILLNESS AND INCIDENTS

- 10.1 In the event of injury, illness or incident during an excursion, incursion or regular outing, the Service is required to follow the CEEC HS PRO Incident and Investigation Procedure and as per the Education and Care regulations.

11. VACATION CARE – (OSHC Services only)

- 11.1 All Catholic Early EdCare OSHC Services planning a vacation care program are to ensure all documentation provided within the CEEC Vacation care suite (located on AI) is completed as required.
- 11.2 Guidance on preparing a vacation care program is available from Catholic Early EdCare Support Services, the Area Manager for the Service and by referring to the CEEC Guide to Vacation Care Suite and CEEC Guide – Vacation Care Program – Developing an Understanding (available on AI in the vacation care suite folder)
- 11.3 All Catholic Early EdCare OSHC Services will inform Parents/Carers where practical of planned excursions, incursions or regular outings at the commencement of each school term (or sooner) and/or at a minimum of 10 business days in advance (this includes releasing the vacation care program). It is recommended however that a vacation care program is released as soon as is reasonable practical in advance of the holiday period.
- 11.4 All Catholic Early EdCare Services will request Parents/Carers provide approval for their child/children to participate at a minimum of 10 business days in advance. If not provided refer to points 5.8 and 6.1 to 6.5 in the CEEC PP PRO Excursion and Incursion Procedure.
- 11.5 All risk assessments available from the Catholic Early EdCare risk database or completed by the Service, are required to take into account the level of supervision and number adults (students/volunteers/Parents and Carers) required for the duration of the time children are out

of the Service premises, or engaged in an event/activity during an excursion, incursion and/or regular outing.

- 11.6 All relevant risk assessments from the Catholic Early EdCare risk database must be identified, reviewed and updated as required; and all 'newly' completed risk assessments must be completed before permission is sought from Parents/Carers.
- 11.7 All risk assessment must be available at the Service and provided to Parents/Carers upon request.
- 11.8 All risk assessments must identify and assess risks that the excursion or incursion may pose to the safety, health and wellbeing of any child being taken on the excursion or involved in the incursion activity/event and detail strategies for minimising and managing those risks.
- 11.9 The following documents are located in the Catholic Early EdCare vacation care suite and must be completed prior to an excursion/incursion by OSHC service operating a vacation care program –
 - CEEC PP FORM - Planning Document
 - CEEC PP FORM – Planning Meeting 1 Focus Questions
 - CEEC PP FORM – Vacation Care Planning Meeting 2 Focus Questions
 - CEEC PP FORM – Planning Meeting 1 Records and Documentation
 - CEEC PP FORM – Planning Meeting 2 Records and Documentation
 - CEEC PP FORM – Swimming Ability form
 - CEEC PP FORM – Required Information for Vacation Care Program
 - CEEC PP FORM – Excursion Permission Form
 - CEEC PP FORM – Pre Excursion Checklist
 - CEEC PP FORM – Booking Form
 - CEEC PP FORM – Vacation Care Planning Document
 - CEEC PP FORM –Booking Form 1 day
 - CEEC PP FORM – Booking Form 2 weeks
 - CEEC PP FORM – Booking Form 3 weeks
 - CEEC Activity Costing Template
 - CEEC HS FORM – Risk Assessment

SUPPORTING DOCUMENTS

- 12.1 CEEC PP FORM – Planning Document
- 12.2 CEEC PP FORM – Planning Meeting 1 Focus Questions
- 12.3 CEEC PP FORM – Vacation Care Planning Meeting 2 Focus Questions
- 12.4 CEEC PP FORM – Planning Meeting 1 Records and Documentation
- 12.5 CEEC PP FORM – Planning Meeting 2 Records and Documentation
- 12.6 CEEC PP FORM – Swimming Ability form

- 12.7 CEEC PP FORM – Required Information for Vacation Care Program
- 12.8 CEEC PP FORM – Excursion Permission Form
- 12.9 CEEC PP FORM – Pre Excursion Checklist
- 12.10 CEEC PP FORM – Booking Form
- 12.11 CEEC PP FORM – Vacation Care Planning Document
- 12.12 CEEC PP FORM –Booking Form 1 day
- 12.13 CEEC PP FORM – Booking Form 2 weeks
- 12.14 CEEC PP FORM – Booking Form 3 weeks
- 12.15 CEEC Activity Costing Template
- 12.16 CEEC HS FORM – Risk Assessment

COMPLIANCE

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Educator	Educator means an individual who provides education and care for children as part of an education and care service.
Supervision	Supervision as the practice of constantly observing and relating to individual children or groups of children in relation to their safety, health and wellbeing. Supervision involves more than preventing or responding to potential or actual harm and hazards. Supervision requires the Educator to be actively involved with children and have knowledge of what each child in their care is doing at any given time.
Excursion	An outing organised by a Service. An excursion does not include an outing organised by a Service provided on a school site if (a) the child or children leave the education and care premises in the company of an educator and (b) the child or children do not leave the school site.
Incursion	The engagement of an external party to provide an activity/event on a school site or in a Service
Regular Outing	A walk, drive or trip to and from a destination – (a) that the Service visits regularly as part of its education program; and (b) where the circumstances relevant to the risk assessment are the same on each outing

13. RECORD KEEPING

- 13.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 13.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 13.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 13.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 13.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 13.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.