

CEEC PP PRO INCURSION, EXCURSION AND REGULAR OUTINGS PROCEDURE

Policy Sponsor	PROGRAM AND PRACTICE
Document type	PROCEDURE
Applicable to	CATHOLIC EARLY EDCARE
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE

POLICY AND PHILOSOPHY

The CEEC PP POL Incursion, Excursion and Regular Outings Policy outlines our commitment to children’s health, safety and wellbeing during incursions, excursions and regular outings. This procedure provides educators step by step instructions to ensure they understand their roles and responsibilities in regards to incursions, excursions and regular outings.

PROCEDURES

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1. Planning Activities

1.1 When planning activities Service Leaders must:

- ensure activities are linked to the educational program, reflective of children’s voices, family feedback and evaluations of previous programs
- take children’s ages and abilities into consideration
- ensure activity [costings](#) are within budget
- conduct a staff meeting in advance to ensure as far as reasonably practical, staff are trained and confident in managing the activity, and are familiar with the Supervision [Policy](#) and [Procedure](#)

2. Excursions

2.1 When planning excursions Service Leaders must:

- refer to the Planning Activities Procedure above
- visit the proposed venue and/or location prior to identify availability of toilets, hand washing, drinking and shade facilities, mobile phone coverage and access for emergency services and complete risk assessments
 - risk assessments that involve transportation must be completed on the [CEEC TEMPLATE RA Transportation](#)

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- complete the [Transportation Checklist](#) prior to, and during, any activity that involves the transportation of children
- not sign waivers on behalf of families, or request families sign waivers
- ensure [excursion permission forms](#) are provided to families at least ten (10) days prior to the excursion
- ensure all children attending the excursion have the appropriate authorisation to attend prior to the excursion
- ensure all children are well enough to attend and participate within the activities

2.2 Further to this, OSHC Service Leaders must:

- refer to the [Vacation Care Program Guide](#) and [Vacation Care Position Statement](#) to ensure all excursion requirements are met
- ensure no more than 1 excursion per week is planned
- obtain quotes, complete [Vacation Care Costing Tool](#) and provide to MSO for approval
 - refer to the [Vacation Care Costing Tool Guide](#) for guidance

3. Incursions

3.1 When planning incursions Service Leaders must:

- refer to the Planning Activities Procedure above

3.2 Further to this, OSHC Service Leaders must:

- refer to the [Vacation Care Program Guide](#) and [Vacation Care Position Statement](#) to ensure all incursion requirements are met
- ensure no more than 1 incursion per week is planned
- obtain quotes, complete [Vacation Care Costing Tool](#) and provide to MSO for approval
 - refer to the [Vacation Care Costing Tool Guide](#) for guidance
- provide the program outline with the incursion details 4 weeks prior to the planned activity

4. Regular Outings

4.1 When planning regular outings Service Leaders must:

- ensure the outing is a walk, drive or trip to and from a destination:
 - that the service visits regularly as part of its educational program, and
 - the circumstances within the risk assessment are substantially the same on each outing.
- visit the proposed venue and/or location via the route to be taken prior, to identify availability of toilets, hand washing, drinking and shade facilities, mobile phone coverage and access for emergency services
- ensure a risk assessment has been conducted for the regular outing not more than 12 months before the outing is to occur
 - risk assessments that involve transportation, including walking, must be completed on the [CEEC TEMPLATE RA Transportation](#)
- complete the [Transportation Checklist](#) prior to, and during, any activity that involves the transportation of children

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- ensure [Regular Outing Authorisation Forms](#) are provided to families at least ten (10) days prior to the regular outing
- ensure all children attending the regular outing have the appropriate authorisation to attend prior providing a description of when the child is to be taken on the regular outings ([Regulation 102\(4\)\(c\)](#))

4.2 When children regularly transition to/from the service from an offsite location the Service Leader must:

- refer to the [CEEC GOV PRO Arrivals and Departures Procedure](#)
- ensure risk assessments have been conducted for each journey type e.g. walking from another school/service accompanied/unaccompanied, crossing roads, bus journeys
- ensure prior authorisation in writing has been provide by Parents/Carers on a [Regular Outing Authorisation Form](#) that the child will be travelling to/from the service, and by what method
- Store the authorisation in the child’s profile on Xplor
- Collaborate with families, children and educators to create and communicate Supervision Management Plans for each journey type, outlining steps taken for:
 - Emergencies e.g. inclement weather, dangerous person, dangerous event
 - Children not at pick up point (where applicable)
 - Non-arrival of bus (where applicable)
 - Injuries, illness, or trauma during the outing
- ensure staff to child ratios are maintained during accompanied journeys
- only mark children absent for sessions of care when notified by a Parent/Carer or authorised nominee
- If a child becomes unaccounted for, absconds, or is removed from care during a transition follow the relevant procedure within [CEEC PP PRO Supervision Procedure](#).

4.3 Outings ***within licensed space*** organised by a service in the company of an educator are not considered an excursion or regular outing.

- As such, Service Leaders must refer to the [CEEC GOV PRO Arrivals and Departures Procedure](#) regarding:
 - Extra-Curricular Activities, and
 - Transitioning Children between Services on site

5. Risk Assessments

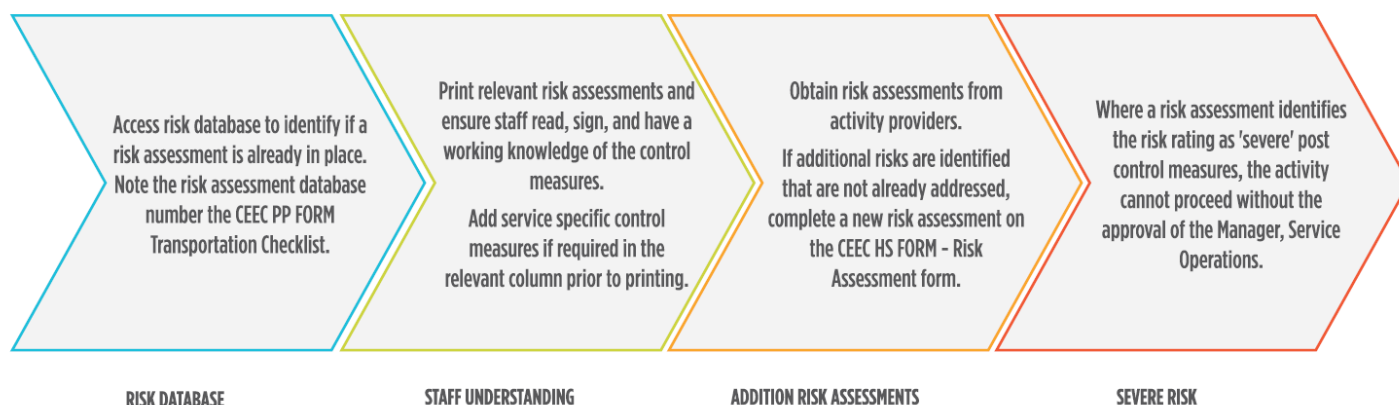
5.1 Risk assessments must:

- Be completed prior to the excursion, experience or activity taking place
- Be created and discussed with all educators to ensure all have input and understanding
- Be made available to families
- Be reviewed on a regular basis
- Comply with CEEC WHS requirements

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- Be reviewed and approved by the relevant line manager pending the risk rating applied

ACTIVITY RISK ASSESSMENTS



5.2 Further to this:

- 1) A risk assessment for an excursion must
 - a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
 - b) specify how the identified risks will be managed and minimised.
- 2) a risk assessment must consider:
 - a) the proposed route and destination for the excursion; and
 - b) any water hazards; and
 - c) any risks associated with water-based activities; and
 - d) 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
 - iii) the process for entering and exiting—
 - (A) the education and care service premises; and
 - (B) the pick-up location or destination (as required); and
 - iv) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking; and
 - e) the number of adults and children involved in the excursion; and
 - f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and

Example—Specialised skills could include life-saving skills.

- g) the proposed activities; and
- h) the proposed duration of the excursion; and
- i) the items that should be taken on the excursion.

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5.3 Service Leaders must consider whether children are being adequately supervised during transportation, including:

- factors set out in risk assessments, including the number of responsible adults appropriate to provide supervision
- whether a responsible adult is capable of carrying out the role and responsibilities required of them

6. Transport Arrangements

6.1 At no time, should educators transport children in their own vehicles.

6.2 Services managed by CEEC do not provide regular transport for children under [Regulation 102](#).

6.3 When transporting children, Service Leaders must ensure:

- Educator-to-child ratios apply at all times, and across all locations that the service is operating ([Regulation 123](#)).
- That educators in ratio:
 - are working directly with children ([Regulation 122](#))
 - meet the qualification requirements for educators at centre-based services ([Regulation 126](#))
 - hold a valid working with children check
- At least one educator with first-aid, asthma and anaphylaxis training in attendance during transportation, and that this requirement is met in each vehicle ([Regulation 136](#)).
- The [CEEC PP FORM Transportation Checklist](#) is completed prior to, and during, any activity or outing requiring the transportation of children, including:
 - Excursions
 - Regular outings, including transitions between services
 - Where walking is the mode of transport
- When transporting children in a vehicle (e.g. during an excursion) that the [CEEC PP FORM Transportation Checklist](#) is completed immediately after the children embark and disembark the vehicle

6.4 When engaging an external transportation provider Service Leaders must:

ENGAGING AN EXTERNAL TRANSPORT PROVIDER



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7. Authorisations

7.1 Children must not be taken outside the service premises unless authorisation has been provided in line with the [CEEC GOV PRO Arrivals and Departures Procedure](#). Authorisations for excursions must be given:

- 4) 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 and must state:
 - 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.
- 5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

8. When approval is not provided

8.1 Where an authorisation to attend an excursion, incursion or regular outing is refused, Service Leaders must:

- Refer to the CEEC GOV PRO Acceptance and Refusal of Authorisations Procedure
- Follow the Approval not Provided procedure below to identify children without authorisation prior to the activity.

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APPROVAL NOT Provided

INITIAL CONTACT

Service Leaders will:

- liaise with the family and assist where reasonable and practical
- identify alternative Catholic Early EdCare Services that may be able to provide care
- seek MSO approval provide care if there are multiple children without approval to attend
- inform families that during Vacation care programs, enrolment for the day is conditional upon accepting the planned excursion
- discuss alternatives with families and the MSO where approval is not provided to participate in an incursion activity
- liaise with families to identify concerns relating to activities that can be alleviated through clarification and result in permission.

Service Leaders will:

- review permissions received
- identify children without permission and follow up with families

5 DAYS BEFORE

2 DAYS BEFORE

Service Leaders will:

- conduct a second round of permission checks two (2) days prior to the planned date of the activity and respond accordingly if permission has not been provided at this time

Unless indicated that permission is not granted Service Leaders will:

- contact the family on the day of the activity
- remind them of the planned activity and that permission has as yet not been provided, and
- request the parent sign the form, or
- request approval over the phone/ via text/ via email immediately so that the child can participate.

ON THE DAY

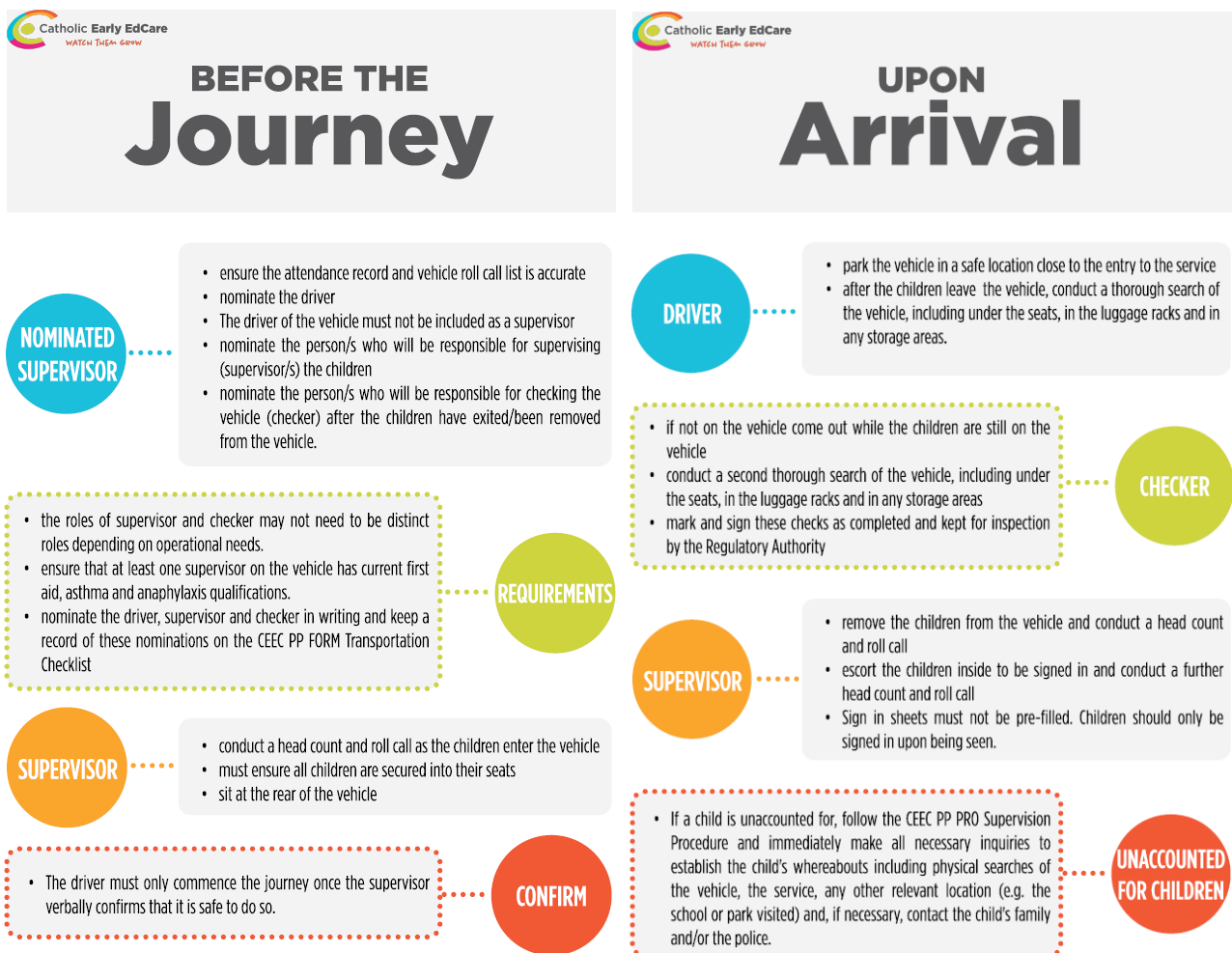
9. Transporting Children in Vehicles

9.1 Transporting children in vehicles presents heightened risks to children's safety, in particular, during the period of moving between transport and embarking or disembarking from a vehicle. Therefore, Service Leaders must:

- ensure the number of educators or other responsible adults is appropriate to provide supervision ensuring active and effective supervision at all times – with a particular focus on the seating of children and positioning of educator/s.
- ensure educators are actively engaging with the children over the course of the journey.
- establish effective signing in and out procedures using Xplor on the service data iPad and may include having a second person to check the record.

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- conduct regular headcounts and attendance checks of children including but not limited to before departure, after each child embarks and disembarks the vehicle and after all children have disembarked, and record these on the [CEEC HS FORM Transportation Checklist](#)
- ensure procedures for managing unexpected risks, such as if a child is absent from a collection point, are established and understood by all staff.
- ensure procedures for embarking and disembarking the vehicle and processes for entering and exiting each location are documented and understood by all staff.
- embed safety procedures for every trip.
- embed clear and effective procedures to ensure each educator/staff member is aware of their role and responsibilities for each trip and so do not assume someone else has completed a check.
- Follow the procedures for Before the Journey and Upon Arrival below to ensure staff are aware of the responsibilities of their allocated role.



10. Vehicle Restraint Requirements

10.1 At no time should a service engage the use of a vehicle not fitted with seatbelts.

10.2 In vehicles with less than 13 seats (including the driver's seat):

- The driver must ensure all children under 16 years old wear a seatbelt or are properly restrained.
- Passengers 6 months – 4 years must be restrained in a suitable and properly fastened and adjusted:

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- rearward facing approved child restraint, or
- forward facing approved child restraint with an inbuilt harness.
- Passengers 4 – 7 years must:
 - be restrained in a suitable and properly fastened and adjusted forward facing approved child restraint with an inbuilt harness, or
 - be placed on a properly positioned approved booster seat and be restrained by a seatbelt
- Passengers under 4 years must not be in the front row of a vehicle with two or more rows of seats.
- Passengers 4 – 7 years must not be in the front row of a vehicle that has two or more rows of seats unless
 - all of the other seats in the row or rows behind the front row are occupied by passengers who are also under seven years old.

10.3 In vehicles with more than 13 seats (including the driver's seat):

- All passengers must wear seatbelts
- Passengers 4 – 7 years must wear a seatbelt. However, they are exempt from the requirement to use an approved child restraint.
- Passengers under 4 cannot travel in, side facing seats (e.g. priority seating on public buses)

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Approved Providers (including Leadership and Management teams)	<ul style="list-style-type: none"> ▪ ensure that obligations under the Education and Care Services National Law and National Regulations regarding transporting children are met ▪ ensure copies of the policy and procedures are readily accessible ▪ take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow policies and procedures ▪ ensure the risk assessments for excursions include the specific considerations related to transportation listed in Regulation 101 ▪ ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to transporting children ▪ ensure the risk assessments for transportation: <ul style="list-style-type: none"> ○ identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child ○ specify how the identified risks will be managed and minimised ▪ ensure the appropriate risk assessments are completed and all relevant actions are undertaken prior to an excursion ▪ ensure when transporting children in a vehicle a record is made on the Transportation Checklist immediately after all children have embarked and disembarked the vehicle ▪ ensure first aid requirements are met during transportation, including the availability of up-to- date, suitably equipped first aid kits and that educators or staff with first aid qualifications and training are in attendance ▪ ensure all supervision requirements are met during transportation, including educator to child ratios ▪ ensure no child is transported by the service without an authorisation from a parent or other person named in the child's enrolment record as having authority ▪ ensure jurisdictional requirements relating to seatbelts and children's safety restraints are met ▪ notify families at least 14 days before changing the policy or procedures if the changes will:

	<ul style="list-style-type: none"> ○ affect the fees charged or the way they are collected or ○ significantly impact the service’s education and care of children or ○ significantly impact the family’s ability to utilise the service ▪ when opening a new service, include a reference (such as a risk assessment) to any proposed transport as part of your application ▪ notify the regulatory authority via NQA ITS if regular transport is provided or arranged as part of a service, or when regular transport ceases at a service.
Nominated Supervisors and Responsible Persons	<ul style="list-style-type: none"> ▪ ensure all required vacation care suite documentation is completed (OSHC Services only) ▪ ensure the Guide to Vacation Care is followed and all the Required Information for Vacation Care Program Checklist is completed when planning Vacation Care programs (OSHC Services only) ▪ distribute required authorisations via Xplor Comms Centre at least 10 days prior to the activity ▪ adhere to the First Aid Policy and Procedure during all excursions, incursions and regular outings ▪ do not sign waivers on behalf of children in the care of our services or request families sign waivers on behalf of children in the care of our services ▪ ensure educator to child ratios are maintained during the excursion or regular outing ▪ verify that all required equipment and items are taken on excursions and regular outings; including, but not limited to, a first aid kit, medical management plans, medication for children, emergency contact lists, and mobile phone ▪ conduct a risk assessment for excursions, incursions and regular outings including the specific considerations related to transportation listed in Regulation 101 ▪ ensure risk assessments consider the level of supervision and number adults required for the duration of the activity ▪ identify, review and update risk assessments from the risk database as required and complete new risk assessments before seeking permission from families ▪ ensure risk assessments are available at the service and provided to families upon request ▪ identify and assess risks activities may pose to children’s health, safety, and wellbeing and detail strategies for minimising and managing those risks ▪ complete new risk assessments when circumstances change for regular outings ▪ ensure planned activities where the risk score is HIGH, EXTREME, SEVERE, or CATASPROPHIC do not proceed ▪ ensure all supervision requirements are met during transportation, including relevant educator to child ratios ▪ ensure all educators and staff understand their supervision responsibilities and expectations relating to transportation of children ▪ ensure family members and volunteers assisting in transportation understand the details, the expectations, their responsibilities, and are not left alone with any child or group of children ▪ role play scenarios with educators and staff to encourage and develop knowledge around correct procedures ▪ ensure any images taken are in accordance with the appropriate permissions and their use, and in accordance with the policies and procedures of Catholic Early EdCare ▪ where children leave the premises using transport that is not part of the service, ensure they leave in accordance with Regulation 99 ▪ ensure completion of the CEEC HS FORM Transportation Checklist immediately for every journey ▪ ensure first aid requirements are met during transportation, including the availability of up-to-date, suitably equipped first aid kits and staff with first aid qualifications are in attendance

	<ul style="list-style-type: none"> ▪ contact emergency services in the first instance, then notify parents/ guardians immediately after a serious incident, injury, trauma or medical emergency, or as soon as is practicable ▪ ensure responsibility is allocated to someone directly working with children if or when an educator needs to leave the vehicle or is otherwise unavailable (such as if they are carrying out first aid) ▪ design rosters to support adequate supervision during transport ▪ distribute required authorisations once every 12 month period for regular outings, with all days/dates of planned activities ▪ ensure children attending excursions and regular outings have written authorisation from Parents/Carers or authorised nominees to attend prior to leaving the service ▪ ensure compliance with the Authorisations and Refusals Policy and Procedure ▪ ensure jurisdictional requirements relating to seatbelts and children’s safety restraints are met ▪ display Look Before You Lock posters at service exits or sign in/out areas
Educators	<ul style="list-style-type: none"> ▪ adhere to the incursion, excursion and regular outing policy and procedure ▪ participate in conducting risk assessments for excursions, incursions and regular outings, including the specific considerations related to transportation listed in Regulation 101 and ensuring risks are managed ▪ ensure required educator to child ratios are in place and children are supervised at all times ▪ assess each environment for safety before allowing children access ▪ assist in ensuring all children have written authorisation from Parents/Carers or authorised nominees to attend prior to the leaving the service ▪ communicate with families regarding safe transportation, including for excursions, e.g. pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation ▪ escalate any concerns immediately to the Responsible Person in Charge or the Nominated Supervisor ▪ ensure family members and volunteers are not left alone with any child or group of children ▪ ensure children’s health and medical needs are taken on excursions and regular outings; first aid kit, personal medication, medical management plans etc. ▪ adhere to the supervision policy and procedure ▪ ensure children are not left with members of the public at any time or left unsupervised during the use of toilets/change room facilities etc. ▪ use parent rooms during toileting for boys/girls if only female/male workers in attendance ▪ do not take photos of children on personal devices ▪ undertake regular attendance checks and headcounts ▪ complete any relevant documentation of children’s attendance and movement to and from the vehicle ▪ ensure appropriate placement of educators within the vehicle and outside when children enter and exit to supervise embarking and disembarking ▪ follow jurisdictional requirements relating to seatbelts and safety restraints
Families	<ul style="list-style-type: none"> ▪ be aware of all the information about excursions or regular outings, ask questions if needed ▪ ensure required medication for your child is in date and available to take on excursions or regular outings ▪ if volunteering on excursions, regular outings or incursions, understand the details of the event and the expectations and supervision responsibilities ▪ provide written authorisation for your child to attend excursions or regular outings, and ensure all information required is up to date ▪ ensure to complete the attendance record upon delivery and collection of your child

	<ul style="list-style-type: none"> ▪ do not sign waivers on behalf of children in the care of our services ▪ reinforce safe transportation practices with your child e.g. seatbelts. ▪ are encouraged to create a Look Before You Lock routine, for example: <ul style="list-style-type: none"> ○ Place an item you will need at your destination in the back seat of the car, such as your bag or wallet. ○ Attach a mirror for rear-facing car seats so you can easily see your child. ○ Create a mental checklist to run through every time you leave the car, such as 'baby, keys, bag'. ○ Get in the habit of checking your backseat every time you get out of the car. Check even if you know your child is not with you. This will help make looking before you lock part of your normal routine. ○ Look Before You Lock. Every. Single. Time. ▪ if you accidentally lock your child in a car, or you come across a child left unattended in a vehicle: <ul style="list-style-type: none"> ○ keep calm ○ think clearly and act quickly ○ call your roadside assistance provider if you have one ○ call 000 immediately if you have any concerns about the child's health.
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MONITORING, EVALUATION AND REVIEW

Centacare will place this policy on the Archdiocesan Intranet (AI). Service Leaders 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.
- Summary information about fees and related procedures will be included in the CEEC information handbooks.
- Educators and families will be invited to participate in the review of this procedure.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for Service Leaders and Responsible Persons in Charge will be provided using a range of learning platforms. Videos of some Xplor processes are available on [AI](#).
- Contact the Policy Sponsor for further interpretation of this policy.

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