



POLICY AND PROCEDURE

Document Name:	Excursions/Incursions
Review Dates:	November 2021; October 2022
Review Cycle:	3 yearly
Approved By:	Executive Director
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EXCURSIONS/INCURSIONS

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to providing excursions/incursions. Excursions and regular outings are an important part of our educational program, providing opportunities for the children to build connections with the local community and contributing to their sense of belonging and connection with 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.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

For the purpose of this policy/procedure:

- An **excursion** is a structured learning experience which is conducted external to the CELC premise,
- An **incursion** is a planned learning experience, which is conducted within the CELC premises, and may involve members of the community attending the service to educate, perform or participate in learning experiences or bring plant/equipment to the premise for the children to use,
- A **Regular Outing** means a walk from the CELC Early Learning service to a local destination where the service visits regularly as part of its educational program and where the Risk Assessment is completed for the same outing,
- A **Risk Assessment** is assessing the risk involved in the activity and working out how likely it is that a hazard will harm someone and how serious the harm could be and putting strategies in place to minimise the risk of harm.

3. PROCEDURE

Planning Excursions/Incursions:

Decision-making when planning excursions and incursions requires the Nominated Supervisor and educators to take into consideration:

- Children’s safety, health and wellbeing is paramount, and all experiences for the service, including excursions and regular outings, will be conducted in a way that minimises and addresses any risks identified.
- Clear and concise guidelines will ensure management, educators and staff are aware of their roles and responsibilities in relation to excursions and regular outings.

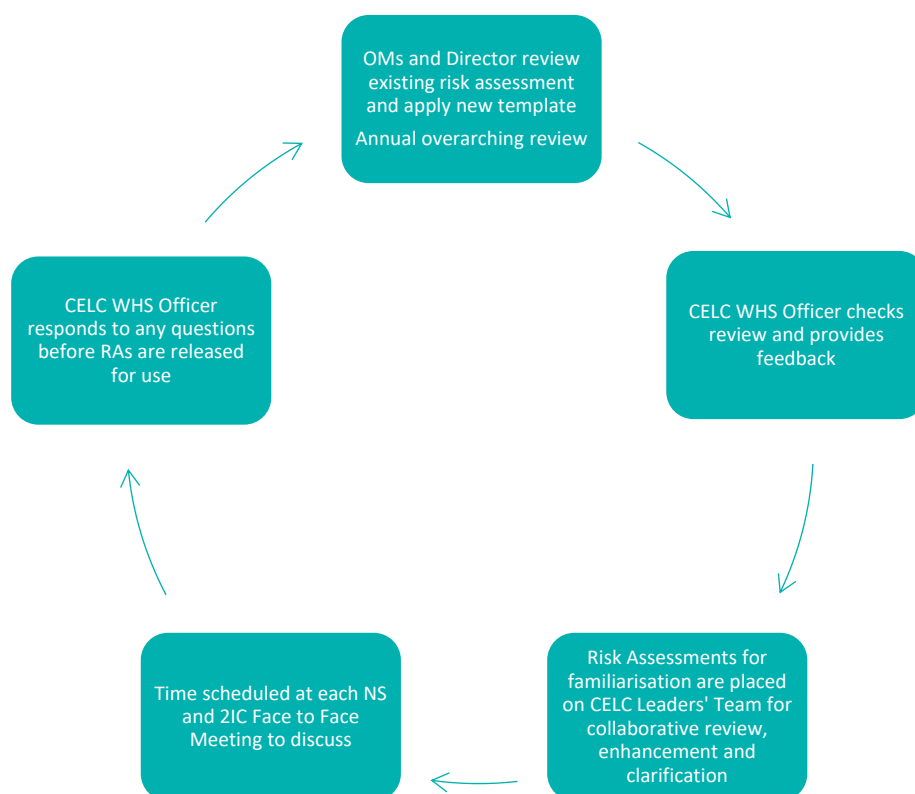
The proposed program/information is to be completed and submitted for Operations Manager's approval before sending to parents.

Risk Assessment and Booking & Consent Form (written authorisation)

The Nominated Supervisor of a service must ensure a risk assessment is completed in accordance with regulation 101 before authorisation from parents/guardians is sought under regulation 102 for an excursion.

- The Nominated Supervisor must complete the:
 - Program that outlines what excursion/incursions are planned,
 - Risk Assessments for the excursion/incursion,
 - Booking and Consent Form via the electronic booking system,
- Risk assessments are made available to parents/guardians.

Risk Assessment process



- If the service is engaging an external provider, a copy of the provider's risk assessment, insurance certificate of currency and any rules must be obtained and considered as part of the risk assessment process
- The Nominated Supervisor must ensure that they are familiar with the venue.

Booking and Consent Form/Written Authorisation:

- The booking and consent form can only be completed by a parent/guardian or an authorised nominee named in the child's enrolment form. All children have written authorisation (Booking and Consent) to attend the service during Vacation Care and Student Free Days
- Excursions should be compliant with the National Regulations 102 – Authorisation for Excursions
- All authorisations will be stored in a manner consistent with the Record Management Policy.

Excursion/incursion advice

Excursion/incursion information is to be posted on OWNA for parents to view and complete.

Regular Outings – Early Learning Only

- If the excursion is a regular outing, the authorisation is only required to be obtained on each occasion, using *Manage Excursions – Transportation* in OWNA.
- The Nominated Supervisor/Lead Educator is required to complete the details of the regular outing and complete a risk assessment as per this policy/procedure.
- A Responsible Person must be in attendance for all regular outings.

Swimming Excursions/incursions

Refer to 'Water Safety' Policy

Documentation requirements for excursions:

The following is a list of documents that must be available at all times when **ON** an excursion:

- Copy of risk assessment
- Roll of who is attending the excursion
- Emergency contact details – children
- Emergency contact details – educators
- Booking and consent forms (accessed via OWNA APP)
- Individual health action plans
- General action plans for asthma and anaphylaxis
- Incident report forms (accessed via OWNA APP)
- Grouping of children and educators (if used in planning)
- Special requirements

Equipment requirements for excursions

The following is a list equipment that must be available at all times when on an excursion but not limited to only this list:

- First aid kit including service EpiPen and Ventolin
- Individual child medication
- Sunscreen
- Mobile telephone
- Drinking water (for emergencies)
- Credit card
- Rescue equipment
- Hand sanitiser

Transport for excursions

See CELC Travel Policy

On the day of excursion/incursion

All aspects of the General Risk Assessment document and the activity/venue-specific risk assessment and related processes must be followed

Head Count must be completed every 30 – 45 minutes.

- If head counts don't match, a roll call must be conducted

While at the excursion venue, roll calls must also be completed

- When leaving the centre
- When arriving at the venue
- Before leaving the venue

- At meal break (if applicable)
- And as outlined in the **CELC Travel Policy**

Should an excursion need to be cancelled:

The Nominated Supervisor is to notify CELC Management of the cancellation, the reason and what happens next.

Notification of cancellation to be communicated by:

- Telephone call to company/venue to advise of cancellation, followed up by an email
- All parents/guardians to be notified by email and posted on OWNA as soon as practically possible

4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@ccelc.catholic.org.au

6. SEE ALSO

- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- The National Quality Standard for Education and Care Services 2018
- National Quality Standards

Policies

- Incident Management
- Risk Management
- Medical Conditions
- Emergency Response
- Travel
- Providing a Child Safe environment
- Nutrition and Menu Planning
- Sun protection
- Water safety
- Sleep and Rest for Children
- Acceptance and Refusal of Authorisations
- Arrivals and Departures

Forms

- Risk Assessment Excursion/Incursion
- Booking and Consent Form
- OWNA Form *Manage Excursions – Transportation*
- Unstructured Swimming Permission Form

7. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: 10/01/2024