

Excursion and Incursion Policy

At Sturt Street Children's Centre we believe that planned excursions and incursions provide children with valuable learning experiences.

Excursions and incursions offer the chance for children to explore and interact with the community and to extend children's learning experiences. Excursions provide the opportunity for small group interactions, allow for prime time shared experiences, and encourage children to follow up on interests and to develop new interests.

Excursions and Incursions

An *excursion* is a structured learning experience external to our site.

An *incursion* is a planned learning experience which is conducted within our site and may involve members of the public attending the site to educate, perform or participate in learning experiences.

Procedures:

- Where possible the educator planning the excursion should make a site visit to the venue to ensure they are able to view any possible risks in undertaking the excursion and this should be included in their risk assessment.
- The educator organising the excursion must conduct and record a complete risk assessment prior to the implementation of the excursion.
- At least one qualified educator holding a Diploma of Children's Services or equivalent and sufficiently trained staff will attend any excursion. The number of additional qualified educators will be in accordance with the individual destination of the excursion. Child to educator ratios will be decided using the risk / benefit assessment process.
- Educators attending the excursion will have a current First Aid Certificate.
- Parent/Guardian accompanying on the excursion will be included in the adult to child ratio. Only adults who have a Child Related Clearance and undertaken Responding to Abuse and Neglect (RAN) training for volunteers will be able to attend excursions.
- Parents/Guardians will be under the direct supervision of an educator and must fill in an Excursion Volunteer Form prior to attending the excursion.
- A basic first aid kit will be taken on all excursions. Emergency medication and Emergency Action Plans for any child attending the excursion must be taken on all excursions.
- Excursion Authorisation Forms must be completed by the child's parent/legal guardian and returned prior to the excursion taking place. Information will be provided to families on the purpose of the excursion, date of the excursion, the destination, transport arrangements, departure and arrival times from the service, ratios and costs involved.
- Exhibitions or performances (Incursions) may require parent/legal guardian permission for their child to attend or participate in. Information will be provided to families on the purpose of the visitor, who the visitor is, the date, times, costs etc.

- If a family prefers their child does not participate in an excursion or incursion, the child will be involved in experiences within another room for the duration of the experiences.
- Children attending excursions will wear a bib with the service's name and phone number clearly printed on them, for easy identification in a crowd.
- Supervision and Sun Protection Policies are followed during excursions.
- Head counts of the children will be carried out at regular intervals by the leading educator and by any person in charge of a smaller group.
- Road safety rules will be discussed prior to leaving and enforced when walking with children. Educators/staff will be aware of additional risks such as crowds, roads, water etc. A safety whistle/ signal will be used to muster the children. This process will be practised as part of our routine.
- Children with allergies or medical conditions will have this information taken with the leading educator and their medication will be brought with them.
- The Nominated Supervisor will review the risk assessment for the excursion.
- A copy of the excursion itinerary and contact mobile phone numbers will remain at the Centre in case of an emergency.
- On returning, educators will evaluate the excursion for any improvements or changes for future excursion planning.
- Follow up experiences and discussions will be planned and documented to extend children's learning.

Excursion Risk Assessment and Planning Process

- The service will conduct a risk assessment prior to an excursion taking place.
- Risk assessments are only required once if the excursion is a regular outing.
- Regular outings are walks, drives or trips to places that we visit regularly and which always have the same risks.
- The risk assessment must be recorded using the Excursion Risk Assessment Form.
- Parents will be provided have access to the Excursion Risk Assessment prior to the excursion.

The service must consider the following as part of assessing risk and benefits.

- Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
- Any water hazards and risks associated with water-based activities.
- Transportation (to and from).
- The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
- Specialised skills required (such as life-saving skills).
- Proposed activities.
- Proposed duration.
- Any medical conditions that need to be considered and managed for each child with specific health needs.

Source:

- Department for Education – Excursion policy



Policy name:	Excursion and Incursion Policy – 3 of 3
Policy written:	Pre 2016
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