

Background

Excursions provide valuable opportunities for children to actively explore, engage with, and learn from the world around them. These experiences help children build connections with people and places, while fostering their sense of belonging and participation within the local community. To ensure the health, safety, and wellbeing of all children, excursions must be carefully planned and supported by a comprehensive risk assessment.

For the purposes of this procedure:

- **Excursion:** Any activity beyond a centre's perimeter fence. An excursion can be a one-off activity, an annual activity, nature site or regular outing.
- **Regular Outing:** Any excursion beyond a centre's perimeter fence that is scheduled regularly e.g. monthly visits to co-located school or local library.
- **Look Before You Lock:** A thorough physical check of bus (inside and out), including under seats, in luggage racks and storage areas, for unaccounted for children.
- **Electronic device:** Any device capable of recording, storing, sharing or transmitting images, including but not limited to smartphones, tablets, cameras, computers and wearable technology including smartwatches and smart glasses.
- **Personal Electronic Device:** Any electronic device capable of recording, storing, sharing or transmitting images, that is the personal property of a C&K or Affiliated centre employee, student, volunteer or contractor (working with children). Examples include, but are not limited to, smartphones, tablets, cameras, computers and wearable technology including smartwatches and smart glasses.
- **Electronic Storage Device:** A portable product designed to store and transport files and images. Examples include, but are not limited to, USB drives, external hard drives and memory cards.
- **C&K-Issued Electronic Device:** A tablet or camera capable of recording, storing, sharing or transmitting images, that is the property of C&K or Affiliated Centre.
- **Images:** Still photos and video recordings. Images of children are classified as personal information and are recorded, used, stored and archived in strict compliance with the *Privacy and Confidentiality Policy* and this procedure.

Teachers and educators are **NEVER** permitted to:

- ✗ Undertake an excursion without:
 - Completing an *Excursion Plan and Risk Assessment*.
 - Obtaining prior written approval of the Early Childhood Education Manager/Management Committee via the *Excursion Plan and Risk Assessment*.
 - Obtaining written parent/guardian permission for every child attending the excursion.
- ✗ Use a personal electronic device to record, store, share or transmit images on an excursion.
- ✗ Use or have on your possession an electronic storage device on an excursion.
- ✗ Allow children to participate in an activity or use equipment that is not developmentally appropriate, designed or made for the age of the children attending the excursion.
- ✗ Leave a charter bus driver in sole charge of a child for any length of time.
- ✗ Place excursion helpers in sole charge of children (except for their own child) for any length of time.
- ✗ Permit excursion helpers to undertake children's toileting and nappy change routines (except for their own child).

The following activities are **NOT** permitted on excursions:

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| ✗ taxis or private cars used as transport | ✗ climbing walls |
| ✗ swimming pool | ✗ amusement devices or structures |
| ✗ water park | ✗ horse riding |
| ✗ trail/motor bikes | ✗ fun runs |
| ✗ wood chopping | ✗ high rope courses |
| ✗ fireworks | ✗ skateboarding |
| ✗ archery | ✗ abseiling |
| ✗ jumping castles | ✗ giant swings/flying foxes |
| ✗ trampolines | |

Excursion Plan and Risk Assessment

Prior to the excursion, the **Centre Director/Nominated Supervisor or Responsible Person in Charge** will:

- Complete a thorough *Excursion Plan and Risk Assessment*, in consultation with teachers and educators.
- Ensure proposed excursion activities and equipment are developmentally appropriate, designed and made for the age of the children attending the excursion.
- Complete and attached a separate thorough risk assessment to the *Excursion Plan and Risk Assessment*, when undertaking fire activities during an excursion.

- Determine an appropriate adult to child ratio after careful consideration of the excursion hazards and risks. A minimum of two teachers/educators must attend all excursions.
- Ensure the number of children attending the excursion does not exceed the total number of approved places per day on your centre's Service Approval. Additional children (younger siblings or children not enrolled on the day of the excursion) attending an excursion must remain under the care and supervision of their parent/guardian or authorised person. Additional children are not included in the excursion adult to child ratio.
- If travelling by bus:
 - Confirm with the bus driver/chart bus company the travel route and safe parking locations at both the centre and excursion destination. When parked, the bus door should open onto the kerb – not onto a road or driveway.
 - Obtain copies of following documents from charter bus company and attach them to the *Excursion Plan and Risk Assessment*:
 - Evidence of current operation accreditation number;
 - Charter bus hire terms and conditions; and
 - Charter bus public liability and motor vehicle insurance certificate of currency.
- If travelling by public transport:
 - Review the public transport timetable to identify the safest and appropriate route and travel times. Record in the *Excursion Plan and Risk Assessment*.
 - Plan the excursion itinerary to ensure arrival at the bus stop or train station at least 10 minutes before the scheduled departure time.
 - Consider potential delays or disruptions. Include contingency arrangements in the *Excursion Plan and Risk Assessment*.
- Obtain Early Childhood Education Manager (ECEM)/Management Committee written approval of the *Excursion Plan and Risk Assessment*. Provide ECEC/Management Committee with adequate time to review and approve.

Regular Outings

Centre Director/Nominated Supervisor or Responsible Person in Charge will:

- Prepare an *Excursion Plan and Risk Assessment* for each regular outing, including outings onto school grounds.
- Obtain ECEM/Management Committee approval annually.
- Update the *Excursion Plan and Risk Assessment* and re-obtain ECEM/Management Committee approval if any aspect of the regular outing changes e.g. number of children, destination, travel route.

Completing Headcounts and Attendance Records

Completing headcounts and/or the excursion attendance record at scheduled times is essential to ensuring all children are accounted for at all times during an excursion. Scheduled checks are especially important when travelling bus or by public transport. In the *Excursion Plan and Risk Assessment*, the **Centre Director/Nominated Supervisor or Responsible Person in Charge will:**

- Specify the times and locations where completing headcounts and/or the Excursion Attendance Record in the Excursion Plan and Risk Assessment must occur. At a minimum, these must occur:
 - Before departing the centre.
 - (if applicable) Before bus departs the centre.
 - On arrival at the excursion destination.
 - Before departing the excursion destination.
 - (If applicable) Before and after boarding public transport; and
 - Upon return to the centre.
- Nominate a designated teacher or educator to complete headcounts and the Excursion Attendance Record in the Excursion Plan and Risk Assessment throughout the excursion.

Use of Personal Electronic Devices During Excursions

Teachers and educators:

- Are authorised to carry and use a personal electronic device (capable of recording, storing, sharing, and transmitting images) on excursion for essential emergency communication (e.g. lockdown, evacuation, unaccounted/missing child, medical emergency during the excursion) where prior authorisation has been obtained from the ECEM/Management Committee via the *Excursion Plan and Risk Assessment*. The mobile number of the Nominated Supervisor/RPIC in charge of excursion is nominated excursion emergency contact number.
- Must not use a personal electronic device for any other purpose during the excursion, unless prior authorisation has been granted for an essential purpose in accordance with the *Safe Management of Personal Electronic Devices at Centres Procedure*.

- Must not use a personal electronic device to record, store, share or transmit images of children. Use a C&K-issued device to record images of children in line with the [Safe Use and Management of Children's Images Recorded for Educational Programs Procedure](#).

Excursion helpers:

- May carry a personal electronic device (e.g. mobile phone), but refrain from recording images, audio, and/or video of children, staff and other excursion helpers

Parent/Guardian Authorisation

Once the *Excursion Plan* and *Risk Assessment* has been approved by the ECEM/Management Committee, the **Centre Director/Nominated Supervisor or Responsible Person in Charge will:**

- Obtain prior written authorisation from each child's parent/guardian via the *Excursion Permission Form*.
- Provide parents/guardians with the opportunity to review the approved *Excursion Plan* and *Risk Assessment* before signing the *Excursion Permission Form*.
- Update the *Excursion Permission Form* and re-obtain parent/guardian permission if any aspect of the excursion changes e.g. number of children, destination, travel route.

Excursion Helpers

Centre Director/Nominated Supervisor or Responsible Person in Charge will:

- Encourage and welcome parents/guardians and other family members to assist with excursions.
- Ensure all excursion helpers complete page 2 of the *Excursion Permission Form*.
- Ensure any non-parent/guardian excursion helper 18 years or older are listed as an additional contact/authorised person on the child's *Enrolment Booklet/Online Form* or *Additional Emergency Contact Form*.

Note: Non-parent/guardian likely to be excursion helpers or assist at the centre 8 days or more within a calendar year are classified as 'Volunteers' and require additional administrative processes and suitability checks. In these cases, branch centres must follow the [Volunteer Procedure and Induction Checklist](#).

General Responsibilities

Responsible Person in charge of the excursion will:

Prior to the excursion:

- Remind parents/guardians of the key details of the excursion (such as the day, date, departure and return times etc.) via display AND email or StoryPark.
- Remind excursion helpers of their responsibilities (via email OR StoryPark) as outlined on page two of the *Excursion Permission Form*.
- Instruct teachers and educators to read and sign the approved *Excursion Plan and Risk Assessment*.
- Discuss excursion details and safety rules with children.
- Begin to gather items required for the excursion – as listed in appendix one of this procedure.

Morning of the excursion:

- Finalise the *Excursion Attendance Record* i.e. record the names of children attending the excursion.
- Review the forecasted weather and assess any other factors that may affect excursion safety. Postpone or reschedule the excursion if significant risks are identified e.g. severe weather warning, public transport disruption.
- Instruct excursion helpers to sign in and sign out of the centre as a 'Visitor' using Konnect (iPad).
- Provide teachers, educators and excursion helpers:
 - a list of children attending.
 - the excursion itinerary.
 - the excursion destination muster point; and
 - the excursion emergency contact number.
- When no children, teachers and educators remain at the centre, display a notice at the centre's entrance detailing the excursion itinerary and emergency contact number.
- When staff remain at the centre, leave a list of children, teachers, educators and excursion helpers attending, along with a copy of the approved *Excursion Plan and Risk Assessment*.
- Gather required items for the excursion as outlined in appendix one of this procedure.

During the excursion:

- Ensure additional children (younger siblings or other children not enrolled on the day) attending the excursion remain under the care and supervision of their parent/guardian or authorised person.
- Provide appropriate directions to children, educators, teachers and excursion helpers.

Teachers and educators attending the excursion will:

- Before the excursion, read the *Excursion Plan and Risk Assessment* and sign the acknowledgement table.
- Use a C&K-issued device to record images of children as per the *Safe Use and Management of Children's Images for Educational Program Procedure*.

- Implement supervision and safety strategies detailed in the *Excursion Plan and Risk Assessment* including but not limited to, completing head counts and/or *Excursion Attendance Record* at scheduled times.
- Actively supervise children at all times.
- Provide clear and appropriate directions to excursion helpers.

Excursion helpers will:

- Before the excursion, read and become familiar with the *Excursion Plan and Risk Assessment*.
- Sign in and sign out of the centre as a 'Visitor' using Konnect (iPad).
- Follow the reasonable and lawful instructions of teachers and educators.
- Treat everyone with courtesy, respect and dignity.
- Maintain appropriate physical, emotional and behavioural boundaries when interacting with children.
- Encourage and support children's positive participation in the excursion.
- Immediately alert a teacher or educator of any safety concerns.
- Take reasonable care for the safety and welfare of yourself, children and others.
- Respect the privacy and confidentiality of others; do not disclose, discuss, use or share private, personal or confidential information.
- Follow the *C&K Parent and Community Code of Conduct*.
- Not bring unsafe items on the excursion e.g. button batteries.
- Refrain from recording images, audio, and/or video of children, staff and other excursion helpers during the excursion. Teachers and educators will record images of children on a C&K-issued device
- Except for their own child/ren:
 - Never place themselves in sole charge of a child for any length of time.
 - Never assist with a child's toileting or nappy change routine; and
 - Unless directed by emergency services, never administer first aid or medication.

Transporting children by bus

A charter bus company is responsible for supplying a bus driver(s) that:

- Holds a current Qld Driver's Licence for the relevant vehicle class.
- Holds the appropriate Driver Authorisation (Qld Govt requirement).
- Holds a current Blue Card and is not a Restricted Person.
- Is not affected by drugs or alcohol; and
- Familiar with the agreed travel route and parking locations.

A charter bus company must ensure the vehicle has:

- No mechanical or safety issues.
- Sufficient petrol to travel to and from the excursion destination.
- Required number of seats for the number of passengers the booking is for.
- Appropriate seatbelts/safety restraints to comply with relevant Qld Transport laws.
- Current insurance cover.
- Accessibility for passengers with additional needs or disabilities; and
- Suitable emergency procedures in the event of an accident, breakdown or other emergency.

If the charter company outsources the charter to another company, the outsourced charter company is responsible for ensuring all items above are addressed. Centre bus drivers are required to complete responsibilities as outline in the *Regular Transport by Centre Bus Procedure*.

Teachers and educators will:

- (Responsible Person in charge of the excursion) Provide the bus driver the "all clear" to start the bus when all children are accounted for and it is safe to proceed before leaving the centre and excursion destination.
- (Responsible Person in charge of the excursion) Instruct two educators to complete two separate **Look Before You Lock** physical checks of the bus after the children have exited the bus and have been 'accounted for' upon their arrival at the excursion destination; and return to the centre.
- Assist children to wear restraints/seat belts.
- Ensure all children wear the required restraints/seat belts when the bus is in motion.
- Secure belongings.
- Actively supervise children. One educator is required to sit at the back of bus. Bus driver is not responsible for supervision of children.
- Promote a pleasant and enjoyable atmosphere e.g. sing songs and engage in conversation with children.

Record Keeping and Review

Centre Director/Nominated Supervisor or Responsible Person in Charge will:

- Within one week of the excursion, in consultation with the teachers, educators and children who attended the excursion, complete an evaluation of the excursion via *Excursion Plan and Risk Assessment*. Complete evaluation of a regular outing weekly in the first month and then monthly.
- File completed *Excursion Plan and Risk Assessment* and *Excursion Permission Forms* in centre 'Excursion Folder'.
- Keep records for 3 years after child/ren (who attended the excursion) last day of attendance.

References and resources

- [ACECQA – Excursion policy and procedure guidelines](#)

Appendix One – Required items for excursion

- ☐ clipboard and pen
- ☐ backpack to hold items
- ☐ final *Excursion Attendance Record* listing children attending the excursion
- ☐ attendance record of teachers, educators and excursion helpers attending the excursion
- ☐ emergency contact details of children
- ☐ copy of approved *Excursion Plan and Risk Assessment*.
- ☐ a suitable stocked first-aid kit
- ☐ if applicable, a snake bite kit
- ☐ fully charged C&K-issued electronic device to record images
- ☐ if applicable, children's medication, medication forms and medical management plans
- ☐ EpiPen and Asthma Puffer Emergency medication. Purchase additional emergency medication if children remain at the centre.
- ☐ spare clothing
- ☐ sunscreen
- ☐ hats
- ☐ water bottles or cups and water
- ☐ hand sanitiser
- ☐ wipes
- ☐ disposal gloves
- ☐ plastic bags for soiled clothing
- ☐ If applicable, nappies
- ☐ If applicable, food
- ☐ fully charged personal mobile phone of the Responsible Person - excursion emergency contact number
- ☐ and any other required item(s) specific to the excursion site and activities