

Excursions and Regular Outings Policy

1. Purpose

At Y Whittlesea, we recognise that excursions and regular outings are valuable learning opportunities that support children's connection to their world, promote inclusion, and help build a sense of belonging in their community.

Excursions will be thoughtfully planned to support the educational program and will always prioritise the health, safety, and wellbeing of children. Risk assessments will be completed, risks managed, and written authorisations obtained before any child leaves the service.

Where transport is used, the **Safe Transportation (of Children) Policy and Procedure** will also apply.

2. Scope

This policy applies to all Y Whittlesea Early Years staff, including educators, students, volunteers, Centre Managers, and families participating in or supporting excursions and regular outings.

3. Policy Overview

- Excursions must be meaningful and link to the educational program or children's interests.
- A **risk assessment** must be completed for each excursion or regular outing, identifying all potential hazards and steps to reduce or manage those risks.
- Excursions will only proceed once risks have been reviewed and mitigated.
- Families must provide **written authorisation** before their child can attend an excursion or outing.
- The **educational value and purpose** of the excursion must be communicated to families in advance.
- Staff ratios must be maintained at all times, and supervision strategies clearly documented and understood by all attending staff.
- Excursions must comply with the **Education and Care Services National Law and Regulations**.

4. Responsibilities

Approved Provider / Person with Management or Control

- Review the Excursions and Regular Outings Policy and Procedure in consultation with staff, families, and relevant stakeholders.
- Ensure the service complies with all requirements under the *Education and Care Services National Law and National Regulations*.
- Ensure the policy and procedure are accessible to all staff, families, volunteers, and visitors.
- Confirm appropriate risk assessments are completed, and all identified risks are addressed before any excursion or outing.
- Ensure each child's enrolment form includes authorised persons permitted to give consent for excursions.
- Take reasonable steps to ensure all educators, staff, students, and volunteers comply with this policy and associated procedures.
- Ensure the number of children attending an excursion does not exceed the approved capacity of the service on that day.
- Ensure children are always supervised effectively during excursions.

Nominated Supervisor / Responsible Person

- Review and approve all risk assessments for excursions and outings, ensuring risks are effectively identified and managed.
- Ensure a new risk assessment is completed if details of a regular outing change (e.g. destination, route, timing).
- Confirm written authorisations from parents/guardians are received for all children before participating in any excursion or outing.

- Ensure only children with written authorisation are permitted to leave the service premises.
- Ensure all volunteers and students are briefed on the expectations and supervision requirements of the excursion (refer to the Student and Volunteer Policy).
- Verify that required equipment is packed and taken on the excursion (e.g. first aid kit, emergency contact list, medication, medical management plans, mobile phone, sunscreen).
- Confirm the excursion is linked to the educational program and appropriate for the developmental needs and interests of children.
- Ensure all excursions are inclusive of children with additional needs or medical conditions.
- Maintain an accurate attendance record of all participants (children and adults) with appropriate contact details.
- Ensure educator-to-child ratios are met and only educators working directly with children are counted in ratios.
- Ensure parents/guardians, volunteers, and students are never left in sole supervision of individual or groups of children.

Educators / Room Leaders

- Plan excursions in line with the approved learning framework, children's developmental needs, interests, and the educational program.
- Complete or contribute to the development of risk assessments and ensure they are reviewed and approved by the Nominated Supervisor.
- Communicate the purpose, location, and details of each excursion or event to families, including via written notices and online platforms (e.g. Storypark).
- Ensure written authorisation is received for each child attending the excursion.
- Ensure risk assessments are updated for any changes to regular outings (e.g. new destination, change in time, or altered route).
- Inform families of items required for the excursion (e.g. hat, coat, lunchbox, sunscreen).
- Brief all participants on their roles and responsibilities (e.g. who holds emergency contacts, first aid, medication).
- Ensure educator-to-child ratios are maintained at all times, and that children are supervised effectively throughout the outing.
- Conduct regular attendance checks and headcounts during the excursion.
- Ensure parents/guardians, volunteers, and students are aware of expectations and not left in sole charge of children at any time.

Families

- Read and comply with the Excursions and Regular Outings Policy.
- Provide written authorisation for their child to attend excursions or regular outings. Without this, their child will not be able to attend.
- Keep enrolment details up to date, including authorisations for people permitted to consent to excursions.
- Ask questions or request further information if they are unclear about excursion details.
- If volunteering, follow supervision instructions provided and refer to the Student and Volunteer Policy for expectations.
- Provide any required items for the excursion, such as snacks, lunch, appropriate clothing, sunscreen, and medication.
- Ensure that their child's medication is current and available to take on the day of the excursion, where applicable.

5. Related policies, procedures and supporting documents:

- Excursions and regular Outings Procedure
- Medical conditions policy and procedure
- Enrolment and orientation policy
- Safe transportation policy and procedure
- Water safety policy and procedure
- Risk assessment template
- Head Count Register template

- 6. Legislative and Industry Requirements:** [Link here](#) to Legislative Compliance Register
- 7. Policy owner:** The General Manager of Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.
- 8. Document Control:** Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
4.0	Changed to new template, reviewed and approved	Farryn Burrill	27/11/2024	July 2025
3.0	Updated risk assessment, authorisations and included national quality standards	Geny Zambello and Julie Lombardo	27/06/2017	July 2017
2.0	Updated section on supervision on excursions	Geny Zambello	27/06/2016	July 2016
1.0	Policy created and implemented	Taryn Nelson	20/12/2012	Jan 2013