2.18. EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | VERSION 7.0

Regulatory Policy & Procedure

Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.

Purpose

This policy will provide guidelines for Wyndham Early Education and Care Services (EECS) to plan and conduct safe and appropriate excursions, regular outings, and service events.

Policy Statement

Wyndham Early Education and care Services is committed to:

- providing the children opportunities through the educational program to explore and experience the wider environment and broader community.
- ensuring that all excursions, regular outings, and service events are accessible and contribute to children's learning and development.
- ensuring the health, safety, and wellbeing of children always, conducting risk assessments and ensuring authorisations are obtained from parents/guardians.
- providing adequate supervision of all children during excursions, regular outings, and service events.
- promoting road safety education and safe active travel for children.

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS, including during offsite excursions and activities.

2.18. EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | VERSION 7.0

Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Develop an Excursions and Service Events Policy in consultation with the nominated supervisor, staff, and parents/guardians at the service.	✓	✓	✓	✓	✓
Ensure staff, volunteers, students, and others at the service are provided with a copy of the Excursions and Service Events Policy and comply with its requirements.	✓	✓	✓	✓	✓
Ensure all parents/guardians have completed, signed, and dated their child's enrolment form *(refer to Enrolment and Orientation Policy)* including details of persons able to authorise an educator to take their child outside the service premises.	✓	✓	✓	✓	✓
Ensure parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on ***regular outings*** and that this authorisation is kept in the child's enrolment record. *(Appendix 2.18.5: Regular Outings - Parent/Guardian Permission Form)*	✓	✓	✓	✓	✓
Ensure a child does not leave the service premises on an ***excursion*** unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required by regulation. *(Appendix 2.18.4: Excursion - Parent/Guardian Permission Form)*	✓	✓	✓		✓
Ensure the number of children attending an excursion does not exceed the number for which service approval has been granted on that day.	✓	✓	✓		
Ensure educator-to-child ratios are always maintained during excursions, regular outings, and ***service events.***	✓	✓	✓		
Ensure children are always ***adequately supervised***.	✓	✓	✓		✓
Ensure all parent/guardians, volunteers, students and/or contractors engaging with children during an excursion or service event has a valid and current Working with Children's Check.	✓	✓	✓	✓	✓
Ensure all parents/guardians, volunteers, students participating in an excursion are always adequately supervised and are not left with sole supervision of individual children or groups of children. *(refer to Participation of Volunteers and Students Policy)*	✓	✓	✓		
Ensure the planned excursion, routine outing or service event is approved by your supervisor before authorisation is sought from parents/guardians. *(Process 2.18.1: Planning an Excursion/Routine Outing, Process 2.18.2: Planning a Service Event/Learning Activity)*		✓	✓		
Ensure a ***risk assessment*** is carried out for an excursion, routine outing, or service event before authorisation is sought from parents/guardians.	✓	✓	✓		
Ensure the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required in line with regulation.	✓	✓	✓		

2.18. EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | VERSION 7.0

Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Develop strategies to improve children's safety in high-risk situations such as excursions near water or near a road. *(refer to Supervision of Children Policy, Water Safety Policy and Road Safety and Safe Transport Policy)*	✓	✓	✓		
Ensure a new risk assessment is completed when circumstances change for regular outings.	✓	✓	✓		
Ensuring that staff comply with the service's *Road Safety and Safe Transport Policy.*	✓	✓	✓	✓	✓
Encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy.*	✓	✓	✓	✓	✓
Ensure excursions and service events are: • based on an approved learning framework. • consider the developmental needs, interests, and experiences of each child. • consider the individual differences of each child. *(A 2.18.1: Excursion - Request Form)* *(A 2.18.2: Excursion - Educator Declaration Form)*		✓	✓		
Ensure there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians.		✓	✓		
Discuss the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity.		✓	✓		
Involve children in consultation and decision-making processes.		✓	✓		✓
Ensure proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs, or medical conditions. *(refer to Inclusion and Equity Policy)*	✓	✓	✓		
Send through an accurate ***attendance record*** for children attending an excursion, and for children remaining at the service while an excursion is happening. *(Appendix 2.18.8: Excursion - Attendance List)*	✓	✓			
Send through an accurate list of all adults participating in an excursion, including parents/guardians, volunteers, and students, with contact details for everyone.	✓	✓	✓		
Ensure each child's personal medication and current medical management plan is taken on excursions and other offsite activities. *(refer to Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy)*	✓	✓	✓	✓	✓
Understand when they participate in an excursion or service event as a volunteer, they will be always under the immediate supervision of an ECT/educator or the approved provider.				✓	✓
When participating in an excursion, regular outing, or service event, inform an educator immediately if a child appears to be missing from the group.				✓	✓
Take a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities.	✓	✓	✓		✓

2.18. EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | VERSION 7.0

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Ensure a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma, or illness. *(Appendix 2.18.8: Excursion - Attendance List)*	✓	✓	✓		
Ensure sunscreen and hats (when required) is taken on excursions and is available as required for service events.	✓	✓	✓		✓
Ensure outdoor excursion venues provide adequate shade.	✓	✓	✓		✓
Inform parents/guardians of items required by children for the excursion or service event.	✓	✓	✓		
If the nominated supervisor is not at the service display a notice at the service indicating that children are on an excursion/routine outing. The display must include the location of the excursion/routine outing and expected time of return to the service.	✓	✓	✓		

Definitions

The terms defined in this section relate specifically to this policy:

Adequate supervision: An adult can act immediately when a child is distressed or in an unsafe situation.

Attendance Record: Record includes attendance information of each child attending the service and participating in the excursion/ routine outing and/or service event.

Excursion: An outing organised by the education and care service.

Risk assessment: (In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion/service event and specify how these risks will be managed and/or minimised.

Regular/routine outing: (In relation to education and care services) means an ***excursion*** such as a walk, drive, or trip to and from a destination that the service visits regularly as part of the educational program, and where the circumstances of the relevant risk assessment remain the same for each outing.

Service event: A special activity, event, visitor, or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an excursion.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard Quality Area 1: Educational Program and Practice
- National Quality Standard Quality Area 2: Children's Health and Safety

2.18. EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | VERSION 7.0

Related Appendices & Documents

- Appendix 2.18.1: Excursion - Request Form
- Appendix 2.18.2: Excursion - Educator Declaration Form
- Appendix 2.18.3: Excursion - Risk Assessment
- Appendix 2.18.4: Excursion - Parent/Guardian Permission Form
- Appendix 2.18.5: Routine Outings - Parent/Guardian Permission Form
- Appendix 2.18.6: Excursion - Volunteer Form
- Appendix 2.18.7: Excursion Day - Checklist
- Appendix 2.18.8: Excursion - Attendance List
- Appendix 2.18.9: Excursion - Name Tag Template
- Appendix 2.18.10: Special Event - Risk Assessment
- Appendix 2.18.11: Program Inclusion - Risk Assessment
- Process 2.18.1: Planning and Excursion
- Process 2.18.2: Planning Service Events and Learning Activities

Related Policies

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Arrival and Departure of Children
- Asthma, Anaphylaxis and Allergies
- Dealing with Medical Conditions
- Diabetes, Epilepsy and Seizures
- Educational Program
- Incident, Injury, Trauma, and Illness
- Inclusion and Equity
- Healthy Eating, Oral Health, and Active Play
- Participation of Volunteers and Students
- Safe Transportation and Road Safety Education
- Sun Protection
- Supervision of Children
- Water Safety

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
4	A2340468	Minor Changes - wording	11/09/2018	KK 22/01/2019	2021
5	A3849977	Addition – Wyndham City's Statement of Commitment - Child Safe Standards Change – the word incursion replaced with service event.	27/09/2022	TP	2025
6	A4673292	Update format and appendices. Develop separate processes.	Oct, 2023	TP	Oct, 2026
7	A4673292	Updated Wyndham City's Statement of Commitment to a Child Safe Organisation – as per Wyndham City's Child Safe Management page	20/06/2025	TP	Oct, 2026

2.18. EXCURSIONS AND SERVICE EVENTS

QUALITY AREA 2 | VERSION 7.0