

## EXCURSION, INCURSION AND SAFE TRANSPORTATION POLICY

Updated: January 2023

<b>WHAT are we talking about in this document?</b>	<p>This policy is related to the planning and implementation of excursions and incursions. Excursions may be a regular outing or a one-off excursion for a particular purpose. This policy is also related to the safe transportation of children.</p> <ul style="list-style-type: none"> <li>● <a href="#">Excursions</a></li> <li>● <a href="#">Incursions</a></li> <li>● <a href="#">Safe transport of children</a></li> <li>● <a href="#">Child restraint laws</a></li> </ul>
<b>Who is this for?</b>	<p>This policy applies to children, families, staff, management, volunteers, students and visitors of the service.</p>
<b>Why do we need this policy?</b>	<p>This policy outlines the responsibilities of educators and service management in the planning and delivery of excursions and incursions as well as how we will comply with our duty of care obligations and the Education and Care Services National Law and Regulations in relation to the transportation and safe handover of children.</p>

### Excursions and Incursions

#### Considerations for both Incursions and Excursions

The purpose of an incursion or excursion should be clearly identified by staff providing information on how the incursion or excursion supports the educational program and contributes to the outcomes for children. Incursions and excursions should be planned in advance and consideration given to the:

- The time away from the service
- Availability of toilet and washing facilities
- Access to safe drinking water
- Adequate health and hygiene practices
- Possible risk to children (identified in a risk assessment)
- Accessibility for all children
- Transportation
- Cost
- Weather – wet weather or extremely hot weather arrangements
- Teaching children safety procedures and responsibilities whilst on an excursion or incursion
- Access to the service
- Children who will be attending
- How it links with the Educational Program
- Checking WWCC for visitors
- Ratios

## EXCURSIONS

Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our Service, however, if we feel an excursion will benefit the children we will adhere to the National Regulations and Service policies and procedures.

For all excursions involving transporting children, the risk assessment must adhere to all components of regulations 99, 100, 101 and 102.

**Definition of excursion:** Means an outing organised by an education and care service but does not include an outing organised on a school site if

- a. A child or children leave the education and care service premises in the company of an educator and
- b. The child or children do not leave the school site

**Definition of a regular outing:** In relation to an education and care service, means a walk, drive or trip to and from a destination

- a. That the service visits regularly as part of its educational program, and
- b. Where the circumstances relevant to the risk assessment are substantially the same on each

### Excursion risk assessment

- Management must conduct a risk assessment which reflects national regulation 101 to determine the safety and appropriateness of the excursion.
- The Service will use an Excursion Risk Assessment and take the risk assessment on the excursion.
- The Service will inform families about the excursion using an Authorisation and Booking Form, under regulation 102.
- Families must give written authorisation using the Authorisation for Excursion Form in order to give consent for their child to attend the excursion.
- Families can view the risk assessment prior to the excursion upon request in which the Service must comply with ensuring all information is available.
- A risk assessment must:
  1. Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion,
  2. Specify how the identified risks will be managed and minimised,
  3. Consider the proposed route and destination for the excursion and any water hazards,
  4. Reflect on any risks associated with water-based activities,
  5. Consider the transport to and from the proposed destination for the excursion,
  6. Consider the duration of the transportation,
  7. Consider any requirements for seatbelts or safety restraints under the WA jurisdiction, <https://www.transport.wa.gov.au/licensing/seats-and-seat-belts.asp>
  8. The process for entering and exiting the education and care service premises and the pickup location or destination (as required),
  9. Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking,
  10. Consider the ratio of adults to children involved in the excursion,
  11. Consider the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills re required (for example: life-saving skills),
  12. Consider the planned activities,
  13. Determine the duration of the excursion,
  14. Consider items that should be taken on the excursion (for example: mobile phone, emergency contacts, first aid kit, medical plans, medication – including on how medication will be transported and stored),
  15. Consider strategies to ensure supervision is consistent at all times during the excursion- transitions, toileting, departure from the service and conclusion of the excursion.

Regular outing risk assessments must be reviewed at least once in a 12 month period. If circumstances around the excursion change, a new risk assessment is required.

### Parent/Guardian authorisation

- The Coordinator must ensure that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided under sub regulation (4)
- The authorisation must be written and be given by a parent or other authorised nominee named in the child's enrolment record as being able to provide permission for excursions.
- The authorisation form must state
  1. The child's name
  2. The reason the child is to be taken outside the premises;
  3. The reason the child is to be transported (if transportation is included in the excursion);
  4. If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing;
  5. The date the child is to be taken on the excursion and transported (unless the authorisation is for a regular outing);
  6. A description of the proposed pickup location and destination for the excursion;
  7. The method of transport to be used for the excursion;
  8. The proposed activities to be undertaken by the child during the excursion;
  9. The period the child will be away from the premises;
  10. The period of time the child is to be transported;
  11. The anticipated number of children likely to be attending the excursion;
  12. The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
  13. The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;
  14. Any requirement for seat belts or safety restraints under WA jurisdiction;
  15. That a risk assessment has been prepared and is available at the Service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

### Transportation for excursion

It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and Authorisation for Excursion Form 1 [Regulations 101(2)(d) and 102(4)(e)]. Information must be included on the risk assessment about the process for embarking and disembarking the means of transport when leaving and arriving to the service and arriving and leaving the excursion location, including how each child is to be accounted for [Regulation 101(2)].

The means of transport may mean:

1. Bus  
The Nominated Supervisor must ensure that the seating capacity as displayed on the compliance registration is not surpassed. All children must sit on seats, preferably with, or close to, an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times
2. Train  
The Nominated Supervisor will be required to contact the local train station prior to the excursion to inform them of the time you will be travelling, the destination and the number of children and adults who will be travelling.  
Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and descending. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.
3. Car  
Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter. The vehicle must be registered and free of any defects that could put any passenger at harm. All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles (below). The educator or staff member driving the vehicle must hold a current Australian driver's licence and the vehicle must be covered by current comprehensive insurance.
4. Walk  
Educators must ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossing and traffic lights. Educators will ensure all children and adults obey road rules. Educators will ensure children follow the 'stop, look, listen and think' process when walking near roads. Educators must remain vigilant that no child runs ahead or lags behind the group.

The process for entering and exiting the service premises safely must be considered at all times.

#### **Insurance**

The Nominated Supervisor and Owner must review the insurance policy prior the excursion to ensure liability is protected by the Service.

#### **INCURSIONS**

Incursions will be conducted with the children's safety and wellbeing in mind at all times. The ever-changing situation with COVID-19 will be considered when planning or cancelling planned incursions.

#### **Incursion risk assessment**

- The Room Leader in collaboration with the Centre Coordinator must conduct a risk assessment which reflects the Education and Care National Regulations 2012 reg: 101 to determine the safety and appropriateness of the incursion.
- The Service will use an Incursion Risk Assessment.
- The Service will inform families about the incursion via the online system and posters displayed in the service.
- Families can view the risk assessment prior to the incursion, upon request in which the Service must comply with ensuring all information is available.
- A risk assessment must:
  1. Identify and assess risks that the incursion may pose to the safety, health and wellbeing of any child,
  2. Specify how the identified risks will be managed and minimised,
  3. Reflect on any risks associated with water-based activities,
  4. Consider the ratio of adults to children involved in the incursion,
  5. Consider the risks posed by the incursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills re required (for example: life-saving skills),
  6. Consider the planned activities,
  7. Determine the duration of the incursion

## SAFE TRANSPORTATION OF CHILDREN

Definitions (effective 1 October 2020) – source: Safe Transportation of Children Information Sheet ACECQA

**Regular transportation:** in relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are *substantially* the same for each occasion on which the child is transported.

**Written authorisation:** authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. The authorisation must state:

- a) the child's name; and
- b) the reason the child is to be transported; and
- c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
- d) if the authorisation is **not** for a regular transportation, the date the child is to be transported; and
- e) a description of the proposed pick-up location and destination; and
- f) the means of transport; and
- g) the period of time during which the child is to be transported; and
- h) the anticipated number of children likely to be transported; and
- i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
- j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- k) that a risk assessment has been prepared and is available at the education and care service; and
- l) that written policies and procedures for transporting children are available at the education and care service.

### Transport specific risk assessment

As per the Education and Care Services National Law, our service will 'ensure that every reasonable precaution is taken to protect children...from harm and from any hazard likely to cause injury' (Section 167). Our Service will conduct comprehensive transport specific risk assessments to minimize and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102C 102D(4)].

A risk assessment will be undertaken at least annually for '*regular transportation*' of children. Each time our Service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service.

Our risk assessment process is guided by will:

- **identify** any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child
- **assess** the risk of harm or potential harm using a risk matrix
- specify how the **identified risks will be managed** by eliminating or minimising the impact using control measures
- **evaluate** the current risk or potential harm by implementing control measures
- **review** and monitor the risk or potential harm to ensure it continues to be managed as a low risk

source: Risk assessment and management ACECQA (2020)

Our risk assessment will consider:

- a) the proposed route and duration of the transportation; and
- b) the proposed pick-up location and destination; and
- c) the means of transport; and
- d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
- e) any water hazards; and
- f) the number of adults and children involved in the transportation; and
- g) given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required; and
- h) whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and;
- i) the process for entering and exiting-
  - i. the education and care service premises; and
  - ii. the pick-up location or destination (as required); and
- j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

**Management/Nominated Supervisor will ensure:**

- risk assessments are carried out prior to seeking authorisation for transporting children [Regulation 102]
- risk assessments for 'regular transportation' are evaluated regularly to ensure potential risks are identified and managed
- risk assessments for 'regular transportation' are reviewed at least annually [Regulation 103(5)]
- details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment [Regulations 101(2) and 102C(2)]
- every reasonable precaution is taken to protect children from harm and hazards likely to cause injury [National Law Section 167]
- compliance with first aid requirements of Regulation 136 are met at all times
- parents/guardians complete a written authorisation for transportation of their child and a copy of this is filed in the child's enrolment record (uploaded to Xplor)
- children are instructed on processes for entering and exiting the service premises and are aware of the pick-up and destination locations
- children's attendance is checked against an accurate attendance record showing when children are within the care of the service. The record of attendance must record the time that the child arrives and departs the service and signed by the nominated supervisor or educator [Regulation 158]
- children's attendance is checked by the supervising educator/staff before departure from the designated pick up location and marked as present as they disembark from the vehicle [Regulations 101(2)(d)]
- procedures for the safe handover of children between the Service and other educational site is documented correctly
- educator to child ratio requirements are maintained at all times [Regulation 123]
- children exit the vehicle using the 'safety door', if applicable
- children wear approved seatbelts/restraints whilst the vehicle is in motion
- children are never left unattended in the vehicle
- education on road safety for children is included in the Service's programming (<https://www.rsc.wa.gov.au/Your-Safety/People/Children/Child-Road-Safety-Programs> )
- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service
- a working mobile phone is with the driver in case of emergency
- a list of emergency contact numbers for the children being transported is available
- every effort will be made to notify parents/carers of delays returning to the Service if applicable

- Working with Children Checks are kept for any person transporting children. WWCC is recorded in staff records
- the person driving the vehicle/bus holds a current Australian driver's licence

### **Child restraint laws for vehicles**

Drivers are legally responsible for ensuring that children are suitably restrained in accordance with seatbelt rules.

- Children up to the age of six months must be secured in an approved rearward facing restraint.
- Children aged from six months old but under four years old must be secured in either a rear or forward-facing approved child restraint with an inbuilt harness.
- Children under four years old cannot travel in the front seat of a vehicle with two or more rows.
- Children aged from four years old but under seven years old must be secured in a forward-facing approved child restraint with an inbuilt harness or an approved booster seat.
- Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat.
- Children aged from seven years old but under 16 years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat.
- Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.
- If the child is too small for the child restraint specified for their age, they should be kept in their current-sized child restraint until it is safe for them to move to the next level.
- If the child is too large for the child restraint specified for their age, they may move to the next level of child restraint.

Source: <https://www.transport.wa.gov.au/licensing/seats-and-seat-belts.asp>

### **SAFE MAINTENANCE OF TRANSPORTATION VEHICLE**

#### **The Nominated Supervisor will ensure:**

The transportation vehicle is fitted with the required child restraints, approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)

- the vehicle has enough fuel to transport the children each day as in accordance to schedule
- the vehicle is registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
- any repairs are completed as soon as possible by a qualified mechanic
- drivers hold a current Australian driver's licence, licenced to carry the required number of passengers for the vehicle
- in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities
- every effort will be made to notify parents/carers of delays returning to the Service if applicable

#### **Picking up children and during transportation**

- the vehicle/bus will be parked in a safe location where children are not required to cross any roads (if this is unavoidable, a risk assessment and dedicated procedure for crossing the road will be completed)
- the children's attendance record is checked by the supervising educator/staff member as children assemble in a predetermined location prior to boarding
- children are continuously supervised during transportation by a designated educator/staff member
- children are to remain seated until the vehicle/bus has completely stopped
- the designated driver of the vehicle/bus complies with all appropriate road, safety and transport regulations
- under no circumstances will the driver of the vehicle/bus and educators supervising the children use handheld mobile phones unless safely parked
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- the designated driver of the vehicle has the right, *if required* to stop in a safe place until the children conform to the safety guidelines. Parents will be notified if their child continues to be challenging and/or behaving in a dangerous manner.

#### **Dropping off children**

- children are to remain seated until the vehicle/bus has completely stopped
- a designated educator/staff member will assist children to safely disembark the vehicle/bus
- children exit the vehicle/bus using the 'safety door' or door located near the kerb
- the children's attendance record will be checked by the supervising educator/staff as they assemble in a predetermined location at the end of the journey **and verified by a witness**
- educators/staff conduct a final sweep of the vehicle/bus, checking on and under seats to ensure there are no children or belongings left behind
- once inside (or on location) the children are signed in which will provide an additional attendance check to confirm all are present
- educators will record the time when children are signed in to the OSHC service or other venue

**Educator/driver will ensure:**

- driver's licence is current, and they are licenced to carry the required number of passengers for the purpose
- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- they adhere to the road rules and regulations mandated by law within Western Australia
- children remain seated and do not behave in a dangerous or inappropriate manner
- the vehicle is parked in a secure and safe location for children to access
- the number of passengers does not exceed the legal requirement
- a working mobile phone is taken in case of an emergency
- a fully equipped first aid kit is easily accessible
- once all children have exited the vehicle/bus, a final sweep of the vehicle will be made checking that there are no children or belongings left behind

**FOOTNOTES**
**Sources**

- ACECQA - Australian Children's Education & Care Quality Authority.
- Guide to the National Quality Framework
- The Early Years Learning Framework
- My Time Our Place: Framework for School Age Care in Australia.
- Education and Care Services National Law Act 2010. (Amended 2018).
- Education and Care Services National Regulations. (2011) Road Transport (Safety & Traffic Management) Act 1999.

**Related regulations and standards**
**National Quality Standards (NQS)**
**Quality Area 1: Educational Program and Practice**

1.2.1	Intentional Teaching	Educators are deliberate, purposeful and thoughtful in their decisions and actions
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**National Quality Standards (NQS)**
**Quality Area 2: Children's Health and Safety**

2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

**Education and Care Services National Regulations and National Law**

4 (1)	Definition regular transport
85	Incident, injury, trauma and illness policies and procedures
99	Children leaving the education and care services premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursion
102A	Transport of children other than as part of an excursion

102B	Transport risk assessment must be conducted before service transport child
1102C	Conduct risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
123	Educator to child ratios apply whenever the service is operating
136	First aid qualifications
158	Children's attendance record to be kept by the approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
168 (2) (ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures must be followed
<b>Education and Care Services National National Law</b>	
165	Offence to inadequately supervise children
165A	Offence relating to children leaving the education and care service premises unauthorised
167	Offence relating to protection of children from harm and hazards

### Review & document control

Policy Reviewed	Modifications
August 2017	Extension of Policy from regulations and set out expectations for all parties
30th October 2017	Sent to panel for review with supporting documents. All panel members approved the content. Families also asked to take part in the review. No feedback received.
8th January 2018	Quality Area updated to reflect NQS changes. Centre Director term replaced with coordinator.
29th October 2018	Removed in correct terminology. Added how incursions are shared with families. Parent/Guardian not family.
June 2019	Updated onto new format and new keiki logo added
July 2019	Reviewed by panel- No changes. Grammatical errors corrected.
December 2019	Added section about seatbelt laws. Added about drivers' licence in car. Added walk as an option for travel.
October 2020	Updated for new regs
October 2021	Checked. Grammatical errors corrected.
June 2022	New format. Combined Excursion and Incursion Policy with Transport Policy. Updated sources. Checked against regulations and law. Added insurance on car. Added students and volunteers in the event they attend excursions or assist in transport of children. Clarified some terms.
October 2022	Added disclaimer. Updated footer text.
January 2023	Specified links to regulations.

### Disclaimer

It is each employee, family and visitor to the service's responsibility to read, understand, follow and address any concerns with management about this policy.

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