

EXCURSION, INCURSION AND SAFE TRANSPORTATION POLICY

Updated: October 2024



What are we talking about in this document?

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.



Who is this for?

This policy applies to children, families, staff, management, students, and visitors of the service.



Why do we need this policy?

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 of children.

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Key Terms

| Term | Meaning | Source |
|-----------|--|--|
| Excursion | An outing organised by an education and care service but does not include an outing organised on a school site if <ol style="list-style-type: none"> 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. | Education and Care Services National Law (Definitions) |

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| Regular outing | A walk, drive or trip to and from a destination <ol style="list-style-type: none"> That the service visits regularly as part of its educational program, and Where the circumstances relevant to the risk assessment are substantially the same on each outing. | Education and Care Services National Law (Definitions) |
| 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 the same for each occasion on which the child is transported. | Guide to the NQF (Glossary) |
| Risk assessment | Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be. | www.acecqa.gov.au/meda/29421 |
| Transportation (that is part of the education and care service) | Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school, or a place of excursion. | Guide to the NQF (Transportation) |



The Important Stuff

The Education and Care Services Regulations require the service to have policies and procedures in place for managing excursions. The regulations cover conducting risk assessments, obtaining authorisations from parents, and ensuring children's safety and wellbeing at all times including during transportation.

Incursions and excursions should have a clearly defined purpose that supports the educational program and contributes to outcomes for children.

Considerations for excursions and incursions

The purpose of an incursion or excursion should be clearly identified by staff. Consideration should be given to 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:

- 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. All excursions must have a risk assessment carried out in accordance with regulation 101 prior to the excursion (regulation 100).

Excursion risk assessments

A risk assessment must be carried out prior to seeking parent/guardian authorisation for an excursion. The risk assessment must adhere to all components of regulations 100, 101 and 102. The purpose of the risk assessment is to determine the safety and appropriateness of the excursion.

The service will use an Excursion Risk Assessment form, which will be read by educators, made available to families upon request, and taken on the excursion.

To comply with regulation 101, the risk assessment must

- identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion,
- specify how the identified risks will be managed and minimised,
- consider the proposed route and destination for the excursion,
- consider any water hazards,
- consider any risks associated with water-based activities,
- if the excursion involves transporting children, consider:
 - the means of transport,
 - any requirements for seatbelts or safety restraints under the WA jurisdiction (<https://www.transport.wa.gov.au/licensing/seats-and-seat-belts.asp>),
 - the process for entering and exiting the education and care services premises and, as required, the pick-up location or destination,
 - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking,
- consider the number of adults and children involved in the excursion,
- given the risks posed by the excursion, consider the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. life-saving skills),
- consider the planned activities,
- consider the proposed duration of the excursion, and
- consider the items that should be taken on the excursion (e.g. mobile phone, emergency contacts, first aid kit, medical plans and medication including how medication will be transported and stored).

If the risk assessment is for a regular outing, the risk assessment must be reviewed any time circumstances around the excursion change, and at least once every 12 months.

Additionally, during the risk assessment process, the Nominated Supervisor/Coordinator must:

- review the insurance to ensure liability is protected
- ensure the transportation risks

Excursion authorisations

The service will inform families about the excursion and request a parent/guardian or authorised nominee to complete an Excursion Authorisation Form (this is incorporated into the booking form for vacation care excursions). The Nominated Supervisor/Centre Coordinator will ensure that children are not taken on an excursion without written authorisation from their parent/guardian (or authorised nominee named in the child's enrolment record as being able to provide permission for excursions) as required under regulation 102(4).

The authorisation must state

- the child's name,
- the reason the child is to be taken outside the premises,
- the reason the child is to be transported (if transportation is included in the excursion),
- if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing,
- the date the child is to be taken on the excursion and transported (unless the authorisation is for a regular outing),
- a description of the proposed pickup location and destination for the excursion,
- the method of transport to be used for the excursion,
- the proposed activities to be undertaken by the child during the excursion,
- the period the child will be away from the premises,
- the period of time the child is to be transported,
- the anticipated number of children likely to be attending the excursion,
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion,
- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion,
- any requirement for seat belts or safety restraints under WA jurisdiction, and
- 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.

A copy of the authorisation will be filed in the child's enrolment record (uploaded to Xplor).

Children's safety during excursions

To ensure children's safety during excursions, the following must be adhered to:

- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- educator to child ratio requirements are maintained at all times and children are continuously supervised

Incursions

Incursions will be conducted with the children's safety and wellbeing in mind at all times. The service will conduct a risk assessment to determine the safety and appropriateness of the incursion, which will be made available to families upon request. The service will inform families about the incursion (via Xplor and/or printed media).

Incursion risk assessments

The risk assessment must:

- identify and assess risks the incursion may pose to the safety, health and wellbeing of any child,
- specify how the identified risks will be managed and minimised,
- reflect on any risks associated with water-based activities,
- consider the ratio of adults to children involved in the incursion,
- given the risks posed by the incursion, consider the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. life-saving skills),
- consider the planned activities,
- determine the proposed duration of the incursion.

Safe transportation of children

Transportation risk assessments

The service will conduct transport specific risk assessments in accordance with regulation 102C to minimise and manage all potential risks for transporting children before authorisation is sought to transport a child. Where the transportation is as part of an excursion, the transportation risk assessment forms part of the excursion risk assessment document.

To comply with regulation 102C the risk assessment must:

- identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child and specify how the identified risks will be managed and minimised,
- consider the proposed route and duration of the transportation,
- consider the proposed pick-up location and destination,
- consider the means of transport,
- consider any requirements for seatbelts or safety restraints under WA,
- consider any water hazards,
- consider the number of adults and children involved in the transportation,
- given the risks posed by transportation, consider the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required,
- consider the items that should be available during transportation (e.g. mobile phone, emergency contacts, first aid kit, medical plans and medication including how medication will be transported and stored),
- consider the process for entering and exiting –
 - the education and care service premises
 - the pick up location or destinations (as required)
- consider procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Risk assessments for regular transportation must be evaluated regularly and reviewed at least every 12 months.

Transportation authorisations

Where transportation is provided as part of an excursion, the Excursion Authorisation Form covers the regulatory requirements. If transportation is provided outside of an excursion, the Nominated Supervisor/Centre Coordinator will obtain written authorisation from their parent/guardian (or authorised nominee named in the child's enrolment record as being able to provide permission for excursions) as required under regulation 102D.

The authorisation must state

- the child's name,
- the reason the child is to be transported,
- if the authorisation is for regular transportation, a description of when the child is to be transported
- if the authorisation is not for regular transportation, the date the child is to be transported
- a description of the proposed pickup location and destination,
- the means of transport,
- the period of time during which the child is to be transported,
- the anticipated number of children likely to be transported,
- the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation,
- any requirement for seat belts or safety restraints under WA jurisdiction,
- that a risk assessment has been prepared and is available at the Service, and
- that written policies and procedures for transporting children are available at the education and care service.

If the excursion is regular transportation, the authorisation is only required to be obtained once in a 12 month period.

A copy of the authorisation will be filed in the child's enrolment record (uploaded to Xplor).

Types of transportation

It is a requirement of the National Regulations that the means of transport is stated on the Risk Assessment (Regulation 101(2)(d)) and the Excursion Authorisation Form (Regulation 102(4)(e)). Information must be included on the risk assessment about the process for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking (Regulation 101(2)).

The means of transport may include

- 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.
- Train
The Nominated Supervisor will 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 embarking and

disembarking. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.

- **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 child restraint guidelines. 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.
- **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.

Keiki owned vehicles

Keiki management will ensure any Keiki owned vehicle is

- fitted with the required child restraints, approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)
- registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
- well maintained and any repairs are completed as soon as possible by a qualified mechanic

The Nominated Supervisor/Coordinator will ensure

- the vehicle has enough fuel to transport the children each day as in accordance to schedule
- 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

Seat belts and restraints

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>

Children's safety during transportation

To ensure children's safety during transportation, the following must be adhered to:

- Children are instructed on processes for entering and exiting the service and/or venue premises and are aware of the pick-up and destination locations
- the children's attendance record is checked by the supervising educator/staff member as children assemble in a predetermined location prior to embarking and after disembarking a vehicle/bus
- 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)
- children exit the vehicle/bus using the safety door or the door located near the kerb
- educator to child ratio requirements are maintained at all times and children are continuously supervised during transportation
- children are to remain seated until the vehicle/bus has completely stopped
- children are never left unattended in the vehicle
 - 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
- 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
- a fully equipped first aid kit is easily accessible
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- the person driving the vehicle/bus holds a current Australian driver's licence, and they are licensed to carry the required number of passengers for the purpose

The educator/driver of the vehicle will ensure:

- they comply 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
- children remain seated and do not behave in a dangerous or inappropriate manner

- 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.

Regular transportation

For regular transportation, the following requirements apply.

- To meet regulations 102E & 102F, a staff member other than the driver must account for all children embarking or disembarking a means of transport, ensuring a record is made detailing that all children have been accounted for, how they were accounted for, the time and date, and the name and signature of the staff member. In addition, to ensure Regulation 102F is met, the staff member must examine the interior of the means of transport to confirm no children remain and record that this examination has been carried out.

The Nominated Supervisor/Centre Coordinator must ensure:

- The Regulatory Authority is notified via the [NQA IT System](#) when the service starts and/or ceases providing or arranging regular transportation for children. [Regulation 175(2)]
- Records are kept of each time children embark and disembark a means of transport, pertaining to Regulations 102E & 102F until the end of 3 years after the last date on which the child was educated and cared for by the service.



Supporting Documents

Policies

- [Arrival, Departure and Authorisation Policy](#)
- [Incident, Illness and Administration of First Aid Policy](#)
- [Supervision of Children Policy](#)

Other Documents

- [Excursion Forms and Templates](#)

Resources

- [Education and Care Services National Law \(WA\) Act 2012](#)
- [Education and Care Services National Regulations 2012](#)



Sources

- Australian Children’s Education & Care Quality Authority (ACECQA).
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law (WA) Act 2012. (2023).
- Education and Care Services National Regulations 2012. (2024).
- Guide to the National Quality Framework. (2024).
- Road Transport (Safety & Traffic Management) Act 1999.

- ACECQA Information Sheets. [New transportation requirements for centre based services from 1 March 2023 | ACECQA \(2023\)](#)



| Links to Regulations | | |
|---|-----------------------------------|---|
| National Quality Standard | | |
| Quality Area 1: Educational program and practice | | |
| 1.2.1 | Intentional teaching | Educators are deliberate, purposeful, and thoughtful in their decisions and actions. |
| 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. |
| Quality Area 6: Collaborative partnerships with families and communities | | |
| 6.2.3 | Community engagement | The service builds relationships and engages with its community. |

| Education and Care Services National Regulations | |
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| 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 |
| 102C | Conduct risk assessment for transporting of children by the education and care service |
| 102D | Authorisation for service to transport children |
| 102E | Children embarking a means of transport – centre-based service |
| 102F | Children disembarking a means of transport – centre-based service |
| 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 |
| 175(2) | Prescribed information to be notified to Regulatory Authority |
| 177(1) | Prescribed enrolment and other documents to be kept by approved provider |

| Education and Care Services National Law | |
|--|---|
| 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 |

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| 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. |
| February 2023 | Updates made in line with Regulation Amendments relating to regular transportation (Regulations 102E, 102F, 175(2) & 177(1)). Removed reference to COVID. |
| May 2023 | Regulation amendments included as a separate section. |
| October 2024 | New format including arrangement of information for clarity. Links and sources checked and updated, key terms updated. |

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.

Are you looking at the most recent version of this document?

You can find it at: <https://keikiearlylearning.com.au/policies-and-procedures/>

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