

EXCURSION/INCURSION POLICY

Excursions and incursions support children's learning by extending curriculum-based skills and knowledge, allowing them to explore the wider community and enrich the educational program.

PURPOSE

To ensure all REED excursions and incursions are safely planned and conducted, protecting children's wellbeing while providing opportunities to expand their skills, knowledge, and understanding of the local community.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, Educators, Employees, Students, Volunteers, Children and Families.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

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| S. 51(4A) | Conditions of service approval- ensure number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval | R.102D | Authorisation for service to transport children |
| S.165 | Offence to inadequately supervise children | R 102E | Children embarking a means of transport – centre-based services |
| S.165A | Offence relating to children leaving the education and care service premises unauthorised | R.102F | Children disembarking a means of transport – centre-based services |
| S.167 | Offence relating to protection of children from harm and hazards | R.122 | Educators must be working directly with children to be included in ratios |
| R.4 (1) | Definition regular outing | R.123 | Educator to child ratios-centre-based services |
| R.89 | First Aid Kits | R.136 | First Aid qualifications |
| R.90 | Medical conditions policy | R.149 | Volunteers and students |
| R.97 | Emergency and evacuation procedures | R.151 | Record of educators working directly with children |
| R.98 | Telephone or other communication equipment | R.158 | Children's attendance records to be kept by approved provider |
| R.99 | Children leaving the education and care service premises | R.160 | Child enrolment records to be kept by approved provider and family day care educator |
| R.100 | Risk assessment must be conducted before excursion | R.161 | Authorisations to be kept in enrolment record |
| R.101 | Conduct of risk assessment for excursion | R.168 | Authorisations to be kept in enrolment record |
| R102 | Authorisation for excursion | R.170 | Policies and procedures to be followed |
| R.102B | Transport risk assessment must be conducted before service transports child | R.171 | Policies and procedures to be kept available |
| R.102C | Conduct of risk assessment for transporting of children by the education and care service | R.172 | Notification of change to policies or procedures |

THE APPROVED PROVIDER WILL ENSURE:

All obligations under the Education and Care Services National Law and Regulations are met. Educators, staff, students, visitors, and volunteers understand and follow this policy, with new employees provided a copy during induction. A clear process is in place for obtaining authorisations and implementing thorough risk management prior to any excursion or incursion to ensure safety and compliance.

NOMINATED SUPERVISOR WILL ENSURE:

Risk assessments and authorisations are completed and approved before any excursion or incursion. All employees, students, visitors, and volunteers are familiar with the policy and receive ongoing training. Child-to-educator ratios and child-safe standards are maintained, with regular head counts conducted. At least one educator attending and one remaining at the Service hold current first aid, CPR, asthma, and anaphylaxis qualifications.

EDUCATORS AND OTHER EMPLOYEES WILL:

Maintain accurate attendance records, marking children on and off vehicles and conducting thorough vehicle checks to ensure no child is left behind. They will provide active supervision at all times—including during transitions, walks to safe areas, and bathroom visits—supported by regular head counts. Educators will follow the excursion risk assessment and ensure children remain under their care at all times. They must be familiar with and implement all emergency procedures, and they will supervise any volunteers or parents assisting on the excursion to ensure these adults are never left alone with children. Additional safety measures will be applied for high-risk activities. Throughout the excursion or incursion, educators are responsible for supporting the safety, wellbeing, and learning of all children.

FAMILIES AND VOLUNTEERS PARTICIPATING WILL:

Families and volunteers may participate but are not included in educator-to-child ratios and must not be left alone with children. They will be briefed on the risk assessment, emergency procedures, supervision protocols, photography policy, and personal electronic device use. Smoking, vaping and illicit substances is prohibited. A valid Working with Children Check may be required.

RELATED DOCUMENTS

| RESOURCES | POLICIES | PROCEDURES |
|--|--|------------------------|
| Excursion/Incursion Authorisation Excursion/Incursion Risk Assessment | Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Administration of First Aid Policy Child Safe Environment Policy Code of Conduct Delivery of Children to, and Collection from and Education and Care Service Premises Educational Program Policy Emergency and Evacuation Policy Family Communication Policy Incident, Injury, Trauma and Illness Policy Interaction with Children Policy Privacy and Confidentiality Policy Safe Transportation Policy Sun Safety Policy Supervision Policy Water Safety Policy Person Electronic Device Policy | Water Safety Procedure |

SOURCE

- Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
- Australian Children’s Education & Care Quality Authority (ACECQA). 2021. [Policy and Procedure Guidelines. Excursion Guidelines.](#)
- Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia. V2.0.](#)
- Education and Care Services National Law Act 2010. (Amended 2023). [Education and Care Services National Regulations.](#) (Amended 2023)
- Road Transport (Safety & Traffic Management) Act 1999.
- [Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)
- [Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

REVIEW

| POLICY REVIEWED | MODIFICATIONS | NEXT PLANNED REVIEW DATE |
|-----------------|---|--------------------------|
| DECEMBER 2025 | <ul style="list-style-type: none"> • Modification of template • Revision of content (succinct and explicit) | DECEMBER 2027 |