

Excursions and Transportation of Children

Inner West Council Children's Services have developed these Guiding Principles (GP) and consider them to be the policies and procedures required by law under the NSW Education & Care Services Regulations (2011 SI 653) – NSW Legislation. These Guiding Principles are relevant to all stakeholders including educators, staff, families and community who attend or visit our learning services.

Purpose:

Excursions and regular outings are an important part of our educational program, providing opportunities for the children to build connections with the local community and contributing to their sense of belonging and connection with the world around them. We are committed to ensuring the safety, health and wellbeing of children during excursions and Walks on Country by conducting risk assessments and ensuring authorisations are obtained from families.

Guiding Principles and Embedded Practice:

- Children's connection with the world around them contributes to their sense of belonging. Therefore, our educational program includes excursions and regular outings to promote opportunities for the children to build connections with the local community.
- Children's safety, health and wellbeing is paramount, and all experiences for the service, including excursions and regular outings, will be conducted in a way that minimises and addresses any risks identified.
- Clear and concise roles and responsibilities will ensure management, educators and staff are aware of their roles and responsibilities in relation to excursions and regular outings.

Guiding Principles Quick Reference

Authorisation for excursions :	3
Forms for all excursions:	4
Changes to Excursions after parent authorisation has been received:	4
Excursion Procedural Steps:	5
On the day of the excursion	7
Excursions close to bodies of water	7
Ratios for excursions	8
Items to be taken on an excursion include	9
Regular Head Counts:	9
Families are welcome to attend excursions:	9
Transportation of children in case of an emergency while on excursion	9
Children with medical conditions an excursion	10
Serious Incidents that occur on an excursion	10
OSHC and Vacation Care permission to attend excursions	10
Transportation of children on an excursion	11
When using public transport during an excursion	13
Road safety:	14
Restraints and Seat Belts	14
Car Seats	15
Children's Voices and Agency	16
Service based visitors	16
Roles and responsibilities	17
Legislative Requirements:	18
Definitions:	18
Related Legislation and Online Resources:	19
Related Guiding Principles Policies, Forms & Attachments:	20

Authorisation for excursions :

Education and Care Services National Regulation 102 states that a child must not be taken outside of the service on an excursion unless written authorisation has been provided by the parent of the child or an authorised nominee.

Excursion types:

Excursions can be categorised as either routine or non-routine excursions.

- 1. Routine excursions, including Walks on Country are held:**
 - daily, weekly, fortnightly or monthly; and
 - occur at the same time on each occasion;
 - are within walking distance from the service; and
 - may include (but are not limited to) visits to the local park, libraries, community gardens.
 - In OSHC, routine excursions also include transport.
- 2. Non-Routine excursions:** are one off excursions with no regular pattern. Usually planned in response to an emerging interest within the educational program.
- 3. Participation in regular Emergency Evacuation and Lockdown Rehearsals:**
 - Routine Excursions includes children's participation in regular Emergency Evacuation and Lockdown rehearsals (when children are taken off the premises).
 - Rehearsals that are known in advance – families should be emailed in prior to the rehearsal to advise them that their child will be participating in a rehearsal. The email should include: the destination, purpose for excursion, date, leaving time, transport, returning time and activities to be carried out. The Emergency Evacuation Rehearsal Risk Assessment can also be included within the email notification.

Forms for all excursions: **The Nominated Supervisor** must ensure that the following forms are completed in full (Regs 102 and 102D) :

1. Routine, Non-Routine Excursion Parent Permission Form:

- each family to sign one form for each child prior to the first excursion date.
- can be completed annually and must have all specific information completed including day of the week, time and duration & nature of the excursions.
- complete this form in full for each child at the beginning of each year for parent permission for their child to attend and participate in regular Rehearsals for Emergency Evacuation and Lockdown.

2. Routine, Non-Routine Excursion Register:

- Must be completed and signed by the parent of each child attending each routine and non-routine excursion prior to each excursion.
- Advises families of any changes to the routine excursion for that day, which may differ slightly from the Routine, Non-Routine Excursion Parent Permission Form such as activities to be conducted, change of time due to weather.
- All sections must be completed in full to remind families their child will be attending the excursion, the activity and specific details.
- Embarking/Disembarking roll call can be documented on the register.
- Regular Head counts can be documented on the register.
- Parent contact details for the day which are different to those within the enrolment documents can be written on this register.
- A copy of the register is to be taken on the excursion and a copy to remain at the service (to be used to support all children are accounted for in case of emergency evacuation/lockdown or rehearsal).
- Evaluation of the Excursion is on the register.

3. Excursion Risk Assessment: must be created and reviewed at least annually and made available to families for each excursion.

See Risk Assessments on page 5 in this Guiding Principle.

Changes to Excursions after parent authorisation has been received:

Families must always know where their child is, at all times.

Any changes to an excursion, either routine or non-routine, must be advised to families prior to/or at the time of, the excursion date and departure.

- (a) If change is known in advance – this can be advised via the Routine, Non-Routine Excursion Register signed by families on the day of the excursion.
- (b) If last minute changes – due to weather, for example, and the excursion leaves 30 minutes later than the time specified, each family should be contacted via email to advise of the change of departure and anticipated return time as soon as practicable.

Excursion Procedural Steps:

When arranging excursions, consideration must be given to hazardous aspects of the excursion such as the presence of water. **The Nominated Supervisor should** give serious consideration to any excursion involving water hazards and should consult with their Operations Manager.

Each excursion must have a nominated **Excursion Responsible Person**. This RP must always be an adult permanent member of staff who holds a current first aid certificate.

The Excursion Responsible Person must ensure:

1. **The excursion is supportive of learning (purpose outweighs risk)** – careful consideration and thought to the purpose of the excursion, the benefits, potential risk and how it supports learning within the educational program is essential. This must be discussed with the NS and their support must be given before proceeding with the Risk Assessment.
2. **Risk Assessment** (Regs 101 and 102C) – is required to identify the risks the excursion may pose to the health and safety and wellbeing of each child and how these risks will be managed and minimised.

For routine excursions, one Risk Assessment can be written and updated every 12 months, providing the purpose, route and activity for each excursion remains the same.

Non-routine excursions require a Risk Assessment be written for each excursion.

The **Excursion RP must** visit the proposed venue and, using the same proposed method of transport that children will take, drive/walk the route to identify potential hazards .

A risk assessment is to be completed on the venue including detailed:-

- Address of venue including the closest cross street.
- Detailed route of travel:
 - including direction to be taken (left or right) when exiting the service,
 - street names you are walking along and crossing,
 - whether crossing each street is via traffic lights, pedestrian crossing or educator led,
 - transport bus or train route number,
 - expected time to embark and disembark the bus or train,
 - if you are walking through the park on the path, or around the park.
- On the day of the excursion – this documented route must not change.
- shaded areas for eating, rest and play,
- toilet facilities including access to disabled facilities and nappy change facilities (if required).
- any water hazards including any risks with water-based activities
- if the excursion involves transporting children, the means of transport along with any requirements for seatbelts or safety restraints.

- Procedures for embarking and disembarking each mode of transport including how each child will be accounted for at these key moments.
- consideration of all risks identified and how the identified risks will be managed or minimised.
- How adult : child ratios will remain consistent, taking into consideration:
 - If an ambulance is required to transport a child to the hospital, removing an educator from the ratio as they escort that child in the ambulance.
 - In this circumstance, a strategy may be for the excursion participants to remain on site until an Operations Manager or other educator from the service arrives to join the group and maintain ratio.
 - Actual locations to wait safely should be identified.
- additional child protection risks posed by sharing transport with members of the public.
- all parts of the risk assessment forms must be completed in accordance with sections 101 and 102C of the Regulations.

This information will determine suitability of the excursion (in accordance with sections 100, 101, 102B and 102C of the Regulations).

A final assessment of the ratios for the excursion needs to be made.

At this point, the decision to continue with the excursion must be made before continuing with the process.

An excursion rated as an overall 'high' risk cannot be approved without the further approval of the Senior Manager, Children's Services.

3. **Major Roads as part of the route** – **The Nominated Supervisor** must ensure that if children are going on any excursion that involves crossing a major road, special consideration must be given at the time of conducting the risk assessment and appropriate ratios documented on the risk assessment and on excursion form.
4. **Timetable and Itinerary** – is documented, including wet weather contingency.
5. **Children's needs for rest** – frequency, timing and duration of excursions should be considered to ensure mealtimes, access to water and daily rest times for the children are respected.
6. **Completed Risk Assessments – must be approved and signed by the:**
 - Nominated Supervisor. Who will then forward to the:
 - Operations Manager.

Adequate time should be allowed for this to be approved, changes to be made, and all educators attending the excursion to read and understand the risk assessment. The risk assessments will be kept on file at the service.

On the day of the excursion, the **Excursion RP must:**

7. Ensure families of children attending a routine excursion sign the **Routine, Non-Routine Excursion Register** with all details complete acknowledging they are aware their child will be attending that day.
8. **Scan and email the completed Routine, Non-Routine Excursion Register including names of all children attending** to the Operations Manager prior to departure. The Operations Manager must be notified when all participants return to the service at the conclusion of the excursion.
9. **The Nominated Supervisor is responsible for ensuring:**
 - written permission has been provided for all children leaving the service.
 - all educators attending the excursion have adequate time to read through the risk assessments and understand them.
 - all educators attending the excursion/transport are confident to carry out the task.
 - discussions have been held to assess the educators' comfort level and competency.
 - A list of the children attending the excursion is left at the service and a copy carried by an educator for regular role count during the excursion.
 - Nominated Supervisors are to attend all excursions/transport runs where practical and when it is not practical, the most suitable educator attending the excursion is to be appointed 'responsible' for the duration of the excursion.
 - Protective clothing such as sun hats and sunscreen are considered, as well as water and food is available.
10. **Children and educators attending the excursion are signed out of the service** via the Routine, Non-routine Excursion Register. Use this register to sign children in again upon return to the service.
11. **Front door notice to be displayed if the entire service is on an excursion** – to advise any visitors of the empty premises with contact details of the Operations Management team.
12. **Changes to the walking route or venue made last minute**, or on the day due to circumstances, are communicated with the Nominated Supervisor or Operations Manager preferably prior. For example, if a walkway is blocked on the day and the route needs to be changed, the new route should be provided to the NS at the service or Operations Manager prior to the route being undertaken (if safe to do so. If waiting with a group of children while communicating this is not safe, best judgement to take place and notification made as soon as practical). Families will be advised via email of this change to the route or venue via email by the Nominated Supervisor.
13. **Evaluate the excursion** – upon completion an evaluation of the excursion must be completed to identify any changes required for future excursions to the venue and to reflect on the educational value of the excursion.

Excursions close to bodies of water: Swimming on excursions is not permitted.

Risk Assessments with proximity water must clearly identify any risks associated.

The Nominated Supervisor will ensure: 2 adult educators accompanying the children on excursions close to bodies of water (such as rivers, beach etc.) both have :-

- up to date CPR qualifications (completed within 12 months of the excursion date) and;
- can swim independently.

Ratios for excursions: While there are no specified ratios for excursions within The Education and Care Services National Regulations, IWC best practice ratio's are:

- Children under two years of age – 1 adult: 2 children
- Children aged two to three years – 1 adult: 3 children
- Children aged three to five years – 1 adult: 6 children
- OSHC ratio of 1 adult : 8 children.
- OSHC ratio of 1 adult : 5 children for water excursions (or as per risk assessment).

Regular routine excursions may have flexible ratios from the above (determined by the destination and justified within the risk assessment) and with approval from the Operations Managers.

Water excursion ratios: These are not considered flexible:

- 1 adult: 1 child for children under 3 years of age.
- 1 adult: 3 children for children three to five years.

Ratio's will be revised to include more adults where required through risk assessments, such as in the case of water hazards.

Volunteers such as parents may be used to maintain or exceed the minimum required ratio but they will always be accompanied by an educator when engaging with children.

Extra care is taken in supervising children in risky situations such as crossing the road.

Items to be taken on an excursion include:

- A list of children attending the excursion including their family and emergency contact details. A copy to remain at the service in case of evacuation.
- A working charged mobile phone to allow contact with the service carried by the Responsible Person.
- Suitable and fully stocked first aid kit suitable for the number of children and adults attending.
- Emergency medication for any child with a Medical Condition, including their Medical Risk Minimisation Plan.
- The service's emergency asthma kit and/or the centre's epi-pen – if no child is diagnosed with asthma or anaphylaxis, and the service has only one emergency supply of each medication – a risk assessment must determine whether the greater risk is for the emergency medication to be taken on the excursion or remain at the service.
- Clothing and supplies should be suitable for the activities undertaken including hats, closed toe shoes, sunscreen, water or a snack.
- A copy of the risk assessment for that excursion (if required).
- Copy of Accident, Incident, Injury, Trauma Report Form (if required)

Regular Head Counts: should be undertaken throughout the excursion via IWC's Online Portal. Prior to departure, upon arrival, prior to embarking and disembarking from transport as well as throughout the day are recommended. The Routine, Non-routine Excursion Register can be used for all head counts and embarking/disembarking roll calls.

Families are welcome to attend excursions: Families joining excursions are expected to follow all instructions from the service educators. Any family attending an excursion with their child in the group does not need to obtain a WWCC number. However, they must not be left alone with children at any time and are to be always paired with an educator.

Transportation of children in case of an emergency while on excursion: Parents are required to provide authorisation on the IWC Online Portal at time of enrolment to give permission for the service to:

- Transport their child in the event of emergency/critical incident under direction of emergency services; and to
- Transport their child in event of change to the program (weather event) whilst on excursion.

Children with medical conditions an excursion:

A designated educator must be assigned to directly supervise any child with a medical condition – this educator is to hold the child's medication and management plan throughout the excursion.

Educators and teachers on excursions are to telephone '000' immediately in the case of a serious emergency, illness or accident requiring immediate medical attention.

The Nominated Supervisor and Operation Managers must be informed immediately.

Serious Incidents that occur on an excursion:

- If a child is missing – the Excursion RP will contact emergency services. If the Nominated Supervisor is not on the excursion, they will be informed as soon as possible. The NS will contact the parent. Follow the Risk Minimisation guidelines identified in the Risk Assessment.
- all incidences/accidents where medical attention from a registered professional is required or vehicle accidents – must be reported by the Excursion RP to the Nominated Supervisor as soon as safe to do so.
- The NS will inform the Operations Manager immediately or as soon as safe to do so.
- Serious Incidents require notification by the Operations Manager within 24 hours to NSW Government – Early Childhood Education Directorate, as per the education and care regulatory requirements.

OSHC and Vacation Care permission to attend excursions:

When booking their child into vacation care, parent's will be provided information about excursion plans for the booked day, including online authorisation for attendance. This is considered the signed authority to attend.

Upon signing their child into Vacation care that day on the online childcare management system, a prompt will be displayed to remind families of the excursion and ask them to speak to an educator if their best emergency contact number for that day has changed.

Families, who do not wish for their child to participate in an excursion have the right to withdraw their child from that activity if they have a regular booking. Please see the Nominated Supervisor to discuss alternate care and note that fees are still applicable.

In the school holiday care program, please note that families who do not wish their child to attend the excursions will need to arrange alternative care at another service.

Transportation of children on an excursion:

Prior to transporting children: The following tasks must be completed:

- Route of travel risk assessment completed in accordance with sections 100, 101, 102B and 102C of the Regulations. Approved by the NS and the Operations Manager.
- Written permission must be collected for all children to be transported in accordance with sections 99, 102 and 102D of the Regulations. Authority forms must include all required information, including signed permission from the child's parent or authorised nominee.
- Ensure the Risk Assessment for the excursion identifies and assess risks that transporting the child may pose to the safety, health or wellbeing of the child; and specifies how the identified risks will be managed and minimised.
- Create a procedure specific to each route of travel identified within the risk assessment including:
 - The safety practices identified when children exit a vehicle,
 - a list of items to be taken on the transport,
 - identify when head counts are to be conducted,
 - where meeting points are located,
 - any specific educator responsibilities,
 - how to respond in the event that a child is missing during transport.
- Each procedure must address risks identified in the risk assessment with strategies in place to minimise the risk or manage these in the event they occur.

During Transportation: The following tasks must be completed:

- Child restraints must be used/fitted in accordance with the National Child Restraint Laws. Refer to the Restraints and Seatbelts section within this Guiding Principle.
- Section 122 of the Regulations states that educators must be working directly with the children, therefore an educator driving cannot be included with calculating educator: child ratio.
- Under no circumstances must a child be left unsupervised within a vehicle.
- The educator supervising the children is responsible to check that all seatbelts are correctly in place before transporting.
- Transporting children on a chartered bus – ensure children's bags are taken stored on their laps or underneath the seats to avoid risk of injury. Children's backs should be seated with their backs against seats
- Regular head counts and roll calls must be conducted and documents throughout the transport.
- Children are to be taught the safe procedure for getting in and out of vehicles, such as exiting from the side away from the traffic only. Children who are to be placed in strollers are to be taken out of the vehicles first and restrained in the stroller in a safe position with the stroller brakes on. The procedure is best reversed when getting back into the vehicle.

- Older children must be taught not to remove seatbelts until advised by an educator that it is safe to do so.
- Educators must be aware of the procedures for supervision of children while crossing roads, negotiating crowds and adhering to the educator: child ratios always.

The educator will sign in children on the electronic childcare management system when they arrive and depart the centre (Regulation 158).

Additional safety considerations during transportation of children:

- Using mobile phones whilst driving and transporting children is illegal. This includes sending/ reading text messages and emails. Phone calls should not be received or made via blue tooth, to avoid a breach in confidentiality and children hearing conversations.
- If a call needs to be made the vehicle should be in park with the hand brake on and the vehicle turned off. Bluetooth can only be used when there are no children in the vehicle.
- Child restraints are to be fastened and seatbelts across boosters when not in use in vehicles.
- Children can only consume food in the vehicle when travelling long distances to excursions or if they have a medical condition that requires them to eat or drink. Educators to check for rubbish prior to returning the vehicle.
- Music that is played to children while transporting is to be age appropriate. The radio is not to be on when children are being transported.
- Smoking is not permitted at any time whilst working.

The Nominated Supervisor will also ensure:

- approved restraints appropriate to the ages of children are used in motor vehicles where there is seating for 9 or less persons;
- any driver transporting children will have at minimum, a current and valid C class driver licence and be in a fit and proper state to drive. Provisional licence holders will not drive any vehicle used to transport children. Educators or staff driving larger vehicles to transport children must hold the relevant unrestricted licence for the vehicle classification;
- that the seating capacity as displayed on the compliance plate of the vehicle is not exceeded;
- children are transported to and from destinations without unauthorised stops, including petrol stations, drive through outlets and shopping centres;
- **before leaving on excursion**, educators will check that all children are safely seated and accounted for.
- **after every transport run** the designated Educator will conduct a thorough check to ensure no child remains in or near the vehicle. The check will include:
 - visual inspection of all areas of the vehicle: – all seats including the driver's seat – under seats, storage areas and under the vehicle.

- calling out the names and sighting each child who attended the transport run – the driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing a child.

The Responsible Person will conduct an additional vehicle check following the same procedure and document its completion.

When using public transport during an excursion:

Careful planning – when using public buses, trams or trains is required. The risk assessment will consider the additional child protection risks posed by sharing transport with members of the public. Journeys using public transport should be planned outside of peak travel hours to minimise crowding and maximise children's comfort and safety.

When using public transport an educator will cross check, record and conduct head counts to ensure all children are present. These attendance checks and headcounts will be documented on the Routine, Non-Routine Excursion Register and conducted at times including, but not limited to:

- prior to embarking;
- when embarking;
- when on board;
- when disembarking;
- after disembarking.

The RP will always be the last person to embark and disembark the vehicle to ensure all children are accounted for.

Where appropriate, the service will contact the transport provider to inform them of the route and times that children, educators and volunteers may be using the transport so that vehicle operators can be informed and prepared for the group of passengers.

Road safety:

Educators

- Prior to leaving the service, a discussion must be held with the children to identify possible hazards e.g., stray animals, strangers and what they should do if they get separated from the group. This should be documented as part of the program or in the communication diary.
- Educators will follow road safety strategies and children will participate in road safety activities in all key areas – passenger safety, pedestrian safety, safe play and transport safety (including bike, scooter and skateboard).
- Road safety strategies are introduced in all areas of the service program.
- Children will hold an adult's hand or an older child's hand linked to an educator in the road traffic environment. Educators will assess the age and development stage of the child to decide if it is appropriate for an older child to walk independently.
- Educators will be good role models for children in the road traffic environment.

Families

- Families are responsible to hold their child's hand whilst arriving and leaving the service, especially in the school/centre car park.
- Pathways are to be used where available rather than walking through car park areas.
- Children must NOT be left unattended in a vehicle whilst collecting or dropping off children to care.

Restraints and Seat Belts:

- **Vehicles designed to seat 12 or fewer people, including the driver:**
 - must wear the seatbelt provided in the vehicle
 - children under 7 years travelling in vehicles must be restrained in suitable and approved child restraints or booster seats that are properly fitted to the vehicle and adjusted to fit the child's body correctly. More information is available from [Transport for NSW](#)
- **Taxis:**
 - children aged between 4 and 7 years of age are not required to be restrained by an approved child restraint or booster seat.
 - Parents and carers can provide a suitable child restraint if they choose to do so.
 - By law, all passengers are required to wear a seatbelt in a taxi.
- **Buses carrying more than 13 people:**
 - Buses with seatbelts should be hired, if possible, especially for long distance travel.
 - The number of passengers in a vehicle must not exceed the number it is licensed to carry.
 - Children between 4 and 7 years of age are permitted to travel on a bus without using an approved child restraint or booster seat, e.g. public or school buses.

However, the service should conduct a risk assessment to determine if this is the safest mode of transport for young children for the distance and location being travelled to/from.

- **Buses fitted with seatbelts:**
 - Children between 4 and 7 years of age are permitted to travel on a seatbelt-fitted bus without using an approved child restraint or booster seat.
 - It is the law that a passenger must use a seatbelt on a bus if one is provided.

Car Seats:

If car seats are removed from an Inner West Council bus, they must be re-installed by a professional car seat installer before the bus is used for further transportation of children.

- Child restraints must meet Australian Standards AS1754.
- Child restraints must not be more than 10 years old and have never been in an accident.
- Children under 7 years of age or 145cm tall must be restrained in a suitable and approved child restraint or booster seat when travelling in a car.
- Children under 6 months must be restrained in an approved rear-facing restraint that is properly fitted to the vehicle and adjusted to fit the child's body correctly.
- Children aged between 6 months and 4 years must be restrained in an approved rearward or forward-facing restraint that is properly fitted to the vehicle and adjusted to fit the child's body correctly.
- Children aged between 4 and 7 years must be restrained in an approved forward-facing restraint or booster seat that is properly fitted to the vehicle and adjusted to fit the child's body correctly.
- Children under 4 years old must not travel in the front seat of a vehicle that has two or more rows.
- Children aged between 4 and 7 years must not travel in the front seat of a vehicle that has two or more rows unless all the other back seats are occupied by children who are also under 7 years travelling in an approved child restraint.
- Services must ensure that any vehicles used to transport children at any time, including on excursions, are fitted with suitable child restraints (other than a motor vehicle with seating for more than 9 persons) approved by the NSW Roads and Maritime Services. The vehicles used to transport children must be registered with the NSW Roads and Maritime Services.
- FDC educators must have their child restraints checked by an approved fitting station every 12 months. Evidence must be provided.

Children's Voices and Agency:

For excursions or Walks on Country where some enrolled children are attending and some are remaining at the service, children have a choice if they wish to attend or remain at the service.

Excursions can stem from children's interests and learning.

Excursions should be fun – so consider how the children will be transitioned to and from the excursion, how arrangements of children will be made to avoid lining up for unnecessary periods of time, games to play during waiting times that cannot be avoided.

When evaluating, ask children for their feedback from the excursion to capture their what they liked, or didn't like about the time away.

Service based visitors: Workshops and performances where children do not leave the service but visitors attend our environment can still pose a risk to children. A risk assessment must be created to assess any risks brought into the environment, for example, animals, equipment, performers etc. What to eliminate or control risks to children are to be identified and discussed. A certificate of currency, public liability insurance and a WWCC should be collected from performers or presenters. These forms should be kept with the Risk Assessment.

Roles and responsibilities:

Approved Provider	<ul style="list-style-type: none"> Ensure obligations under the <i>Education and Care Services national Law and National Regulations</i> are met
Operations Manager	<ul style="list-style-type: none"> Review and approve the risk assessment prior to excursion happening. Be available to assist the team during any excursion if required.
Nominated Supervisor	<ul style="list-style-type: none"> Ensure obligations under the <i>Education and Care Services national Law and National Regulations</i> are met. Conduct a risk assessment for an excursion ensuring any risks are managed prior to obtaining written authorisation from families. Ensure a new risk assessment is completed when circumstances change. Ensure all children attending the excursion have written authorisation from families to attend prior to the excursion . Ensure children are signed out upon departure and in upon return to the service using the electronic childcare management system. Ensure volunteers understand the details of the excursion, the expectations, and their supervision responsibilities. Verify that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.). Ensure the Operations Manager has been informed of the excursion.
Educators	<ul style="list-style-type: none"> Ensure the required educator to child ratios are in place and children are supervised at all times. Undertake regular attendance checks to account for all children. Ensure family members and volunteers are not left alone with any child or group of children . Report all incidents to the NS and/or Operations Manager as required.
Families	<ul style="list-style-type: none"> Sign the authorisation forms for their child to attend the excursion and ensure all information required is up-to-date . Provide written authorisation for their child to leave the service premises on regular outings. Be aware of all the information about the excursion – ask questions if needed. If volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities Ensure required medication for their child is in date and available to take on an excursion

Legislative Requirements:

Section/regulation	Description
Section 165	Offence to inadequately supervise children
Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 99	Children leaving the education and care service premises
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursion
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre-based services
Regulation 123 A	Family day care co-ordinator to educator ratios – family day care service
Regulation 124	Number of children who can be educated and cared for – family day care educator
Regulation 136	First aid qualifications
Regulation 168	Education and care service must have policies and procedures
Regulation 169	Additional policies and procedures – family day care service
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

Definitions:

ACECQA – Australian Children's Education & Care Quality Authority

EYLF – Early Years Learning Framework

FDC – Family Day Care Officers

IWC – Inner West Council

GP – Guiding Principle

NQF – National Quality Framework

NQS – National Quality Standard

NS – Nominated Supervisor

RP – Responsible Person.

OSHC – Out of School Hours Care

RMCP – Risk Minimisation & Communication Plan

Educators – all staff responsible for supervising and educating children, including IWC casuals.

Staff or Team – all staff including administration officers, cooks and educators.

Related Legislation and Online Resources:

<https://legislation.nsw.gov.au/>

https://www5.austlii.edu.au/au/legis/nsw/consol_act/cacsn1443/s165.html

[Information sheet – Changes to regular transportation of children](#)

[Information sheet – Minimising the risk of children left in vehicles](#)

[Information sheet – Guidance for adequate supervision during transportation](#)

[Safe Transportation of Children Safety Checklist and regular transportation record form](#)

[Children \(Education and Care Services\) National Law \(NSW\): Sections 162, 165, 167 & 174](#)

• [Education and Care Services National Regulations: Sections 99–102D, 122, 144, 158, 159, 161, and 168](#)

• [Australian Children's Education and Care Quality Authority \(ACECQA\), National Quality Standards: Quality Area 2.2.1](#)

• [Public Health \(Tobacco\) Act 2008](#) • [AS/NZS 1754:2013 Child restraint systems for use in motor vehicles standards](#)

• [Australian Government Department of Education, Skills and Employment:](#)

o [Belonging, Being and Becoming: The Early Years Learning Framework for Australia \(EYLF\)](#) o [My Time, Our Place: Framework for School Age Care in Australia \(MTOP\)](#)

• [Network of Community Activities WHS Manual \(June 2012\)](#)

• [Network of Community Activities – Risk Assessment & Management factsheet – June 2012 \(accessed from \[networkofcommunityactivities.org.au\]\(http://networkofcommunityactivities.org.au\)\)](#)

• [Transport for NSW – Roads and Maritime \[www.rms.nsw.gov.au\]\(http://www.rms.nsw.gov.au\) o Driver Consent Form Driver Licence and Demerit Point Check o Road Users' Handbook](#)

• [Transport for NSW – Centre for Road Safety \[roadsafety.transport.nsw.gov.au\]\(http://roadsafety.transport.nsw.gov.au\) o Child Restraints poster](#) •

[Kidsafe NSW Inc. Road Safety:](#)

o [Information Sheets \[www.kidsafensw.org/information-sheets/road-safety\]\(http://www.kidsafensw.org/information-sheets/road-safety\)](#)

o [Child Restraints \[www.kidsafensw.org/road-safety/child-restraints\]\(http://www.kidsafensw.org/road-safety/child-restraints\)](#)

Related Guiding Principles Policies, Forms & Attachments:

First Aid Guiding Principle

Caring for Medical Conditions in Children Guiding Principle

Authorisations Guiding Principle

Routine, Non-Routine Excursion parent permission form

Routine, Non-Routine Excursion Register

Excursion Risk Assessment & Management Plan

Excursion Evaluation Form

Action Plan

Risk Minimisation & Communication Plan (RMCP)

Authorisation of Medication

Long Term Medication Authorisation Form

Version Control - PROTOCOL HISTORY:

Governance Use only:

Version	Amended By	Changes Made	Date
1		Merged legacy protocols	February 2020
2	Senior Manager Children's Services	Consistent terminology	June 2020
3	Operations Manager Children's Services	Review and Update	August 2024 – March 2025
Document:		Excursion and Transportation of Children	<i>Uncontrolled Copy When Printed</i>
Custodian:		Children's Services	Version # Version 01
Approved By:		Senior Manager Children's Services	Location: Children's Services
Adopted By:		Children's Services	Publish Location 03.Service Operations
Adopted Date and Minute #:		June 2025	Next Review Date June 2028



I have read and I understand this Excursion and Transportation of Children Guiding Principle. I agree to adhere to the requirements and procedures as outlined. I know how to access this Guiding Principle should I need to refer to it at any time to support me in my role to ensure children's safety and wellbeing is always maintained.

[illegible]