

# Excursion / Incursion / Regular Outing Policy

## Policy Statement:

Excursions and Incursions are enriching opportunities for children and young people to learn and explore their environment, their community and the wider world around them. Excursions and Incursions enable children and young people to respond to the diversity of people they see and the different environment they are involved in. An Excursion Risk Assessment is conducted to safeguard children's health, safety and wellbeing when on a regular outing, excursion or incursion.

## Objectives:

- To establish clear planning guidelines that meet the National Regulatory requirements for Excursions and Incursions
- To actively seek and minimise any risks associated with Excursions / Incursions to maintain the safety and wellbeing of children and young people.
- To ensure regular outings, excursions and incursions are planned and conducted to facilitate a meaningful and relevant experience for children and young people

## Policy:

### Excursion

*An excursion is an organised outing with staff, children and young people for leisure, education, or physical purposes.*

### Planning and Implementation

- Complete an Excursion, Regular Outing, Transportation Risk Assessment Form
- Obtain approval from your Nominated Supervisor / Area Managers
- Seek parent / guardian permission using the Excursion, Regular Outing, Transportation permission form (see below)
- Meet the Y Canberra (UV) Sun Protection Policy guidelines.
- Plan excursions to reflect the age, interests and abilities of the children and young people attending.
- Have effective supervision practices and procedures in place.
- Ensure all staff / volunteers read and sign their understanding of the Excursion, Regular Outing, Transportation Risk Assessment Form.
- Provide staffing taking into consideration the individual needs of children and young people.
- Plan for possible changes in weather e.g. rain, very high or low temperatures.
- Allow for any last minute cancellations due to unforeseen circumstances.
- Assess the suitability of the excursion / venue for emergency vehicle access, mobile phone coverage, toileting and bathroom facilities, wheel chair accessibility.
- Consider children and young people's access to food, drink, toilets, and shelter.
- Ensure the cost of excursion is within budget guidelines and is cost effective for parents / guardians.
- Complete an "excursion checklist" before leaving the service

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R008	Children Services Executive Manager	Internal	01/10/2020	September 2020	APPROVED

- Provide a two-week minimum notice period to parents / guardians for all planned excursions
- Inform parents / guardians of the mean of transport and any required safety requirements.
- Visit the proposed excursion site prior to an excursion if the site has not been used for an excursion in the past 6 months or if there have been significant changes to the site.
- VAC Care Excursions require a written permission on the morning of the excursion. This will be available at sign in for the parents and checked by the Nominated supervisor before excursion commences.

### **Incursion:**

*An **Incursion** is when a Y Canberra Regions invites a member of the community, family or individual into a service to deliver an experience as part of the learning program. Incursions include any external provider or individual delivering voluntarily or for a fee payment.*

### **Planning and Implementation**

- Assess how the incursion will enhance and extend the interest and learning of the children and young people.
- Incursions are to be approved by Nominated Supervisors / Area Managers.
- Incursions may require parent / guardian permission. Information will be provided to parents / guardians on the incursions date, learning objectives and expectations of the visit.
- Have effective supervision practices and procedures in place.
- Plan for possible changes in weather e.g. rain, very high or low temperatures
- Plan for possible last minute cancellation due to unforeseen circumstances.
- Ensure the cost of incursion is within budget guidelines and is cost effective for parents / guardians.
- Parents / guardians must be given at least one working day's notice of planned incursions.
- Incursions as part of a Vacation Care program which have specified incursions on the booking form do not require additional consent forms.
- Where practical a minimum of 24 hours' notice will be given to parents / guardians regarding any incursions or changes to planned incursions. This may not be possible if an incursion is cancelled due to weather conditions or unforeseen circumstances on the day.

### **Incursion contactors are required to...**

- adhere to Safeguarding Children and Young People Policies and Procedures
- sign in / out of services visitors book
- read The Y Canberra Regions Safeguarding Children and Young People Statement
- have a WWVP card ACT / WWCC NSW
- accept the supervision and direction of the service supervisor / manager

### **Regular Outing (Local Excursions)**

*A **Regular Outing** - An outing to / from a destination regularly included in service / program experiences*

- Parent / Guardian are to provide with a description of when the child is to be taken on outings
- For a Regular Outing (Local Excursion) an Excursion, Regular Outing, Transportation Risk Assessment Form must be completed and reviewed annually or as required
- Regular Outings will reflect the age, interests and abilities of the children and young people attending.

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- Excursions to locations visited on a regular basis (Regular Outings) such as the local park, playgrounds, local library may be undertaken when parents / guardians have previously given permission annually on the Y Canberra Regular Outing (Local Excursion) Permission Form

**Excursion / Incursion / Regular Outing - Preparation and Implementation:**

Allocate a designated leader / supervisor to plan, prepare and coordinate the excursion / inclusion. They are responsible for...

- Completing an Excursion, Regular Outing, Transportation Risk Assessment Form (if required)
- Obtain approval for the excursion / incursion from your Nominated Supervisor / Area Managers
- Seek parent / guardian permission using the Excursion, Regular Outing, Transportation permission form (if required)
- Ensure the coordinator / leader / team delivering the excursion / incursion has all the relevant documentation and information.
- Where applicable the excursion / incursion provider’s credentials and certificate of public liability insurance have been provided.
- Ensuring the Incursion provider signs in / out on of the site in the ‘contractor and visitor sign in sheet / book
- Children have all specific clothing and equipment needs.
- All incursion signed parent / guardian permission forms.
- Ensuring a staff member holds a current first aid certificate.
- Maintaining complete ‘Duty of Care’ at all times, including for any first aid or emergency action required e.g. lockdown, emergency evacuation
- Take a roll call / head count at the start and end of the excursion / incursion (follow Excursion, Regular Outing, Transportation Form)
- Reflect and record excursion / incursion strengths and areas to improve.
- Ensure there isn’t a deviation from the itinerary and timetable of the event.
- They carry a list of all children and young people on the excursion and their emergency contact numbers.
- Having a list of all staff / volunteers / children
- That Y Canberra office is contacted prior to departure for the excursion and informed of any children and young people whom are absent for the day. (VAC Care)
- The designated supervisor will carry a fully charged mobile phone with emergency contact numbers for Manager/Executive Manager and Y Canberra Region Office programmed into the phone.
- The designated supervisor will confirm the booking of any public transport arrangements the 24 hours before the excursion.
- A First Aid Kit is carried on all excursions by the designated First Aid Officer.
- Emergency information and medications are carried for each child including contact numbers and Medical Action plans
- All allergy and dietary requirements are catered for.

**Departure for Excursion:**

Designated Nominated Supervisor/Person in day to day charge, to delegate educators to call rolls to confirm children and young people’s attendance.

Educator delegated to contact parents/carers of any absent children and young people to determine whether or not they will be attending that day.

- Designated Nominated Supervisor/Person in day to day charge, to check all consents for excursions are completed by parents prior to excursion departure
- Nominated Supervisor/Person in day to day charge responsible for arranging children and young people into groups and nominating an educator to look after each group.

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- Group may wear identification badges or Y Canberra Region coloured T-shirts that relate to their group leader if required. For example, blue for one group, red for another.
- Nominated Supervisor/Person in day to day charge to ensure excursion check list is completed
- Nominated Supervisor/Person in day to day charge to call roll and account for all accompanying educators before departing the service.
- If all children and young people are accounted for, the group can be counted on to transport and signature completed on the attendance sheet.
- If travelling by transport, children and young people to board group by group with their designated educator, whilst being counted by another educator. A final roll call is to be conducted once everyone is seated on the transport by the Nominated supervisor/person in day to day charge and the attendance record is to be signed by Responsible person in charge.
- Before departing the excursion venue, the Person in Responsible charge must account for each child seated on the transport, sign attendance record, take a photo of this attendance record and send to OSHC Area Manager and Executive Manager, seeking approval to depart the venue.
- If approval is not received within 3 minutes the responsible person is to contact the Y Canberra Region administration main phone for authorisation to depart.

### **Collaboration and Consultation**

- Incursion Contractor engaged to deliver an incursion must be provided with the following documents
  - The Y Canberra Region Code of Conduct
  - The Y Canberra Region General Health and Safety Guidelines
  - The Y Canberra Region Safeguarding Children and Young People Policy
- Incursion Contractor engaged to deliver an incursion must be provided with the following information via email or letter prior to the date of the incursion
  - The name of Supervision / Manager responsible for the Incursion
  - The Supervision / Manager responsible for the provision of first aid / emergency procedures
  - The Incursion Contactor delivering the experience is expected to abide by the direction of the service Nominated Supervisor, WHS guidelines and the Safeguarding Children and Young People Policy
  - All Y Canberra Region facilities are non-smoking facilities including outdoor areas.
  - The Y Canberra Region reserves the right to request the contractor to depart the premise at any time should they feel that the person/s is in breach of the Code of Conduct, WHS guidelines, Safeguarding Children and Young People Policy or is in any way compromising the health and safety of Y people, children, parent / guardians or visitors on site.
  - A copy of the provider's credentials and certificate of public liability insurance must be requested and retained on file. This would apply to any "business" operation providing incursion experience i.e. if you are paying a fee for the provider to deliver the incursion.

### **Health, Safety and Supervision**

- Children should be given clear behaviour guidelines and expectations
- Incidents regarding children's health and safety must be reported to the Nominated Supervisor / Area Manager immediately.
- Supervision of children who are not participating in the excursion / incursion must be in accordance with licensing requirements and suitable programming alternatives must be provided.
- Staff / Child ratios for excursions are: OSHC 1:8 unless the excursion is in close proximity to water where the ratio drops to 1:5 and ELC under 2 years: 1 :4, 2 - 3 years: 1: 5; 3-5 years: 1:11 (*Staff / Child ratios may be altered at the discretion of the Nominated Supervisor / Area Manager dependant on the planned Excursion, Regular Outing, Transportation Risk Assessment*)

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- In the event of vehicle breakdown, the designated supervisor / driver will organise alternative transport arrangements e.g. contact bus company for another bus.
- Staff are to move children and young people to the safest point identified and roll call to be conducted. Children and young people to be supervised and quiet activities initiated. Head counts are to be made as if on excursion to ensure safety of group.
- Children and young people attending Vac Care must wear a coloured shirt / Y Vest.
- Head counts will be taken at least every 30 minutes.
- Roll calls are taken at key times e.g. routine changes, meal breaks, before departure.
- Conduct head counts / roll calls frequently in high risk situations e.g. crowds, near bodies of water.
- In the event of a missing child the Nominated Supervisor / Manager or person in day to day charge of the service shall delegate a staff member to carry out a search of the area. If a child cannot be immediately located, the Nominated Supervisor / Area Manager must be informed immediately. (Runaways and Unaccounted Children and Young People Policy)

### **Swimming and Water Sports Specific**

- Excursions that involve swimming or water sports must adhere to 1:5 staff / child ratio and at least one educator on duty must hold a current bronze medallion.
- Venues and locations where water sport excursions are undertaken must be managed by a person holding a suitable qualification for the activity involved.
- Excursions in close proximity to water e.g. lake / wetland / beach are considered HIGH Risk.
- Risk mitigation strategies must be outlined in the Excursion / Regular Outing / Transportation Risk Assessment.
- Parents / Guardian are to indicate their child / children's swimming when giving consent to participate water activities.
- The determination of participation in swimming or water activities will depend on advice from parent / guardian.
- A Water Survival Challenge assessment must take place for each student to participate in the swimming or water activity.
- At the swimming venue children and young people commence in the shallow pool where staff assess the child's water awareness, confidence and ability.
- Once assessed, children and young people will be given a wrist band to wear indicating their swimming proficiency.
- If Parent / Guardian permission is declined swimming or water activities will not proceed.
- Swimming excursions are conducted where qualified lifeguards are present.
- Children and young people are allocated a supervisor for the remainder of the excursion.
- For effective supervision %50 of Y People are required to be in the water and %50 of Y People will remain out of the water to supervise the group as a whole.

### **Accompanying Parent / Guardian / Volunteer**

- Parent / Guardians of children and young people attending are considered as volunteers.
- Parent / Guardians are not considered in staff / child ratio.
- Parents / Guardians / Volunteers are required to read the "PARENT VERSION: Safeguarding Children and Young People Policy.
- Parents / Guardians / Volunteers are required to read and sign the "Safeguarding Children and Young People statement on the visitors sign in/out register.
- Parent / Guardians / Volunteers are not to be left alone with children and young people.

**The Nominated Supervisor / Person in day to day charge has  
OVERALL RESPONSIBILITY FOR THE SAFETY OF CHILDREN AND YOUNG PEOPLE**

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## Definitions

**Excursion** - An **excursion** is an organised outing with staff, children and young people for leisure, education, or physical purposes.

**Incursion** - An **Incursion** is when a Y Canberra Regions invites a member of the community, family or individual into a service to deliver an experience as part of the learning program. Incursions include any external provider or individual delivering voluntarily or for a fee payment.

**Regular Outing** - An outing to / from a destination regularly included in service / program experiences

**Swimming Excursion** - **Excursions** to pool, beach or other body of water where primary activity is swimming. It does not include other water sports activities such as kayaking or paddle boards.

**Accompanying Parent or Guardian** - Parent or guardian of child attending excursion who is registered on enrolment record or other authorized nominee as per authorizations within Child Care Management System.

## Scope

Y Canberra Children and young people Services programs only

## Roles and Responsibilities

Department/Area	Role/Responsibility
Nominated Supervisor / Coordinator	Excursion, Regular Outing, Transportation risk assessment Form is completed. Excursion, Regular Outing, Transportation authorisation is obtained Excursion, Regular Outing, Transportation Parent / guardian permission is signed for. Ensure effective supervision is maintained and staff / child ratios are adhered to
Staff / Educators	Supervision, health, safety and participation of children and young people in maintained throughout the duration of the event.
First aid officer	Responsible for the administration of first aid and any medication, medical or dietary requirements. required
Accompanying parent / guardian / volunteer	Follow the direction of Y Canberra staff Be responsible for their own child attending

## Related Policies and Forms

- The Y Canberra Excursion, Regular Outing, Transportation Risk Assessment Form
- The Y Canberra Excursion, Regular Outing, Transportation – Permission Form
- The Y Canberra Excursion, Regular Outing, Transportation – Regular Outing Permission Form
- The Y Canberra Incursion Risk Assessment Form
- Runaways and Unaccounted for Children and young people Policy
- Arrival and Departure Policy (Including Transportation)
- Sun Protection Policy
- Safeguarding Children and Young People Policies and Procedures  
<https://canberra.ymca.org.au/who-we-are/safeguarding-children-and-young-people/v>
- Supervision Policy

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## References:

Education and Care Services National Regulations 2011

<https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2011-0653>

ACECQA - Safe Transportation of Children – Information Sheet Oct 2020

<https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>

ACECQA – NQS Excursion Policy sample

[http://www.northcliffefamily.org/Karri\\_Kids/Policies/Excursion%20Policy%20NFCC.pdf](http://www.northcliffefamily.org/Karri_Kids/Policies/Excursion%20Policy%20NFCC.pdf)

ACECQA – Excursion Risk Assessment Template

<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>

National Regulations:

Definition regular transportation – (Reg 4 – 1)

Transport Risk Assessment (Reg 102B, 102C)

Authorisation for service to transport children (Reg 102D)

Transportation Policies and Procedures (Reg 168 – 2)

Definition of Regular Outing (Reg 4 – 1)

Risk Assessment conducted before excursion (Reg 100, 101 – 2/d)

Authorisations for excursions (Reg 102 – 4)

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## Water Survival Challenge

Elements	Survival Challenge	Must See	Validation
<b>Entry - to be performed each time</b>	<p>Perform a slide in entry.</p> <p>Walk 5 metres through the water</p>	<ul style="list-style-type: none"> <li>• Unassisted, hold side of pool.</li> <li>• Twist body to face the wall while lowering the body into the water.</li> <li>• Feel for the bottom with feet.</li> <li>• Walk through the water maintaining balance and control of direction.</li> <li>• Head still and eyes open.</li> </ul>	<ul style="list-style-type: none"> <li>• Safe controlled form of entry.</li> <li>• Allows student to 'feel' the depth of water.</li> <li>• Safe controlled movement that student can utilise if unable to swim.</li> <li>• Recover to standing position.</li> </ul>
<b>Survival Swimming - to be performed before entering 50m pool</b>	Continuously swim 25 metres using an action that resembles a stroke.	<ul style="list-style-type: none"> <li>• Continuous swim for 25m.</li> <li>• Any stroke may be selected, including freestyle, backstroke, breaststroke, survival backstroke or sidestroke.</li> <li>• Body position, breathing and arm and leg actions should resemble the chosen stroke.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate distance to determine swimming proficiency.</li> <li>• Proficient swimming of 25m enables student to reach a point of safety in a 50m swimming pool.</li> </ul>
<b>Survival Sequence - to be performed before entering 50m pool</b>	Survival scull, float and/or tread water for 1 minute in deep water. Call for help once within the sequence.	<ul style="list-style-type: none"> <li>• Attempt controlled hand sculling action.</li> <li>• Stationary position.</li> <li>• Face clear of the water.</li> <li>• Loud clear voice.</li> </ul>	<ul style="list-style-type: none"> <li>• The capacity to scull, float or tread water for an extended duration ensures a student can remain in safe position, with face clear of the water, until intervention by lifeguard or rescuer if required.</li> <li>• Calling out to alert lifeguard or rescuer that assistance is required.</li> </ul>
<b>Exit - to be performed each time</b>	Exit the water unassisted	<ul style="list-style-type: none"> <li>• Hold onto the edge of the pool.</li> <li>• Move to a point (using hand over hand movements so as not to let go the edge of the pool) in the pool where an exit can be demonstrated.</li> </ul>	<ul style="list-style-type: none"> <li>• Not all students will be able to climb out over the edge of the pool.</li> <li>• Students must be able to remove themselves from the pool.</li> <li>• Students must show the ability to recognise their own capabilities regarding exits.</li> </ul>
<b>Rescue Sequence - to be performed each time</b>	<p>Voice Rescue</p> <ul style="list-style-type: none"> <li>• Reassure the person in difficulty.</li> <li>• Talk to the person in difficulty in an attempt to calm and encourage them all the way to safety.</li> <li>• Call for assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• Good eye contact.</li> <li>• Calm clear instructions.</li> <li>• Alerting lifeguard or adult that assistance is needed while still maintaining eye contact with person in difficulty.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced risk to rescuer by not entering the water.</li> <li>• Voice rescues are the safest form of rescue and provide reassurance to a distressed individual.</li> <li>• Alert an adult that assistance is required.</li> <li>• Maintaining eye contact with person in difficulty ensures their condition is monitored until reaching a point of safety.</li> </ul>

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