EXCURSION AND INCURSION POLICY

Date last reviewed	February 2026
Next review date	February 2027

What areas does this policy cover

- **Excursion and Incursion**

Policy Statement

Bullfrog Children's Centre is committed to providing safe, enriching and well-planned excursions and incursions that enhance children's learning and connection with their community.

The service recognises that excursions and incursions present valuable educational opportunities and must be carefully planned, and risk assessed to ensure the safety, health and wellbeing of children, educators, families and visitors.

All excursions and incursions will be conducted in accordance with the Education and Care Services National Regulations, Work Health and Safety legislation, and the service's duty of care obligations.

Background Statement

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to excursions and incursions. Bullfrog Children's Centre sees health and wellbeing as a priority in all practices. Responding to all planning with thoroughness is an essential component of a safe, nurturing and educational learning environment.

Legislative Requirements

Area	Legislation / Regulation	NQS	EYLF
Excursions and Incursions	Education and Care Services National Regulations **Reg 100, 101, 102, 102 (5), 123, 167**	QA2, 4 and 7	Outcome 2 & 3

Induction and ongoing training

On induction all new Employees are required to familiarise themselves with all Policies and Procedures of Bullfrogs Children's Centre. Should information be updated or there are changes to this policy or the Legislative Requirements associated with this policy, Employees will either be informed or will undergo training at the next staff meeting.

Policy reviewed

This policy and procedures will be reviewed by Management, Employees, Families and Children annually. Management will review, then forward to Employees and Families to review via Kinderloop. Children will review as part of a talking mat process.

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Excursion and Incursion

Implementation

Planning – Excursions

The service will:

- Assess the requirements for the excursion.
- Conduct a risk assessment in accordance with Regulation 100.
- Book appropriate transport if required.
- Make alternative arrangements for adverse weather.
- Inform families of the details including destination, objectives, outcomes and required items.
- Provide parents/guardians with an excursion permission form in accordance with Regulation 102.
- Collect completed written authorisations prior to the excursion.
- Request additional adult participation where required.
- Arrange for a stocked first aid kit and mobile phone to be taken.
- Make alternate arrangements for children not attending.
- Consider additional planning requirements for children with additional needs to ensure inclusive participation.

Planning – Incursions

For incursions (visitors attending the service to deliver a program or experience), the service will:

- Conduct a risk assessment identifying any potential risks associated with the activity, equipment, animals or presenter.
- Confirm the provider's qualifications, experience, insurance and relevant Working With Children Check (WWCC) where applicable.
- Ensure all equipment brought onto the premises is safe, age-appropriate and compliant with safety standards.
- Inform families of the incursion details including date, nature of the activity and any associated costs.
- Obtain written permission where the activity involves higher risk (e.g., animal handling, physical activity, special equipment).
- Ensure educator-to-child ratios are maintained during the incursion.

Risk Assessment (Excursions and Incursions)

The Nominated Supervisor will ensure a risk assessment is completed prior to any excursion or incursion to:

- Identify and assess potential risks to children's safety, health and wellbeing.
- Specify how identified risks will be managed or minimised.
- Consider supervision requirements and educator-to-child ratios.

For excursions, the risk assessment will consider:

- Destination and duration.
- Transport arrangements.
- Water hazards or environmental risks.
- Number of children, educators and adults.
- Proposed activities.
- Required items (first aid kit, emergency contacts, medication).

For regular excursions, a single risk assessment may be used provided circumstances remain unchanged.

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Procedure

Conducting an Excursion

Before departure:

- Inform all educators, volunteers and children of:
  - Itinerary and timetable
  - Safety procedures
  - Grouping of children
  - Responsibilities
- Leave a list of attending children at the service and carry a copy.
- Display a notice at the service including itinerary and contact number.

Items to be taken:

- Portable first aid kit
- Mobile phone
- Emergency contact details
- Children's medication and medical management plans
- Sunscreen, water, appropriate clothing and other required items

Regular head counts will be conducted throughout the excursion.

Conducting an Incursion

During an incursion:

- Children will remain under the supervision of educators at all times.
- Presenters or visitors will not be left alone with children.
- Educators will actively monitor the activity and intervene if safety concerns arise.
- Equipment will be set up and packed away safely.
- Children will be supported to follow safety instructions.

Supervision and Ratios

- Required educator-to-child ratios will be maintained at all times in accordance with National Regulations 123 and 271.
- The Nominated Supervisor, in consultation with the Approved Provider, will determine if additional educators are required based on the risk assessment.
- Volunteers and family members will not be left in sole charge of children.

Water Hazards

- No excursions will be conducted to swimming pools or water-based venues.
- Where significant water hazards exist (e.g., rivers, lakes, beaches), additional risk management strategies and increased supervision will be implemented.

Roles and Responsibilities

Roles	Responsibility
Approved Provider	• Ensure no child leaves the service premises without written authorisation. • Ensure risk assessments comply with Regulation 101. • Ensure educator-to-child ratios are maintained at all times. • Ensure appropriate supervision of all adults participating. • Ensure compliance with legislative and duty of care obligations.
Nominated Supervisor	• Oversee planning and implementation of excursions and incursions. • Ensure risk assessments are completed and documented. • Ensure required documentation and authorisations are obtained.

	• Ensure medication, medical management plans and first aid kits are taken on excursions. • Ensure emergency contact details and communication devices are available. •
Educators	• Adhere to this policy. • Maintain active supervision and required ratios. • Ensure written authorisation is obtained before excursions. • Contribute to risk assessments. • Supervise volunteers and presenters. • Ensure inclusion of all children regardless of ability or medical condition. •
Families	• Complete and return excursion authorisation forms. • Read incursion/excursion information provided by the service. • Seek clarification where required. • Understand that volunteers and presenters remain under educator supervision. •
Children	• Be supported to participate safely. • Follow educator instructions and safety guidelines. • Remain within designated groups and supervision boundaries.