

BUILDING FUTURES CARE EXCURSION POLICY AND PROCEDURE

POLICY STATEMENT

At Building Futures Care, excursions, regular outings and transportation are recognised as an important component of children's learning, development and connection to their community. Excursions and regular outings provide opportunities for children to build confidence, develop independence, strengthen social connections and extend learning beyond the family day care environment.

Building Futures Care is committed to ensuring the safety, health and wellbeing of all children during transportation and excursions by implementing robust risk assessments, maintaining appropriate supervision, obtaining written authorisations, ensuring safe transportation practices and complying with the Education and Care Services National Law and Regulations.

Transportation and excursions will only occur where appropriate planning, supervision and risk management processes are in place to minimise risks to children and ensure their safety remains the paramount consideration at all times.

SCOPE OF THE POLICY

This policy applies to:

- Approved Provider
- Nominated Supervisors
- Coordinators
- Family Day Care Educators
- Relief Educators
- Students and Volunteers
- Families and Authorised Nominees

Definitions

Excursion: An outing organised by an education and care service where children leave the education and care environment.

Regular Outing: A walk, drive or trip to and from a destination that is visited regularly as part of the educational program and where circumstances relevant to the risk assessment remain substantially the same.

Regular Transportation: Transportation arranged by the service -School transportation , kindy transportation (other than an excursion) where circumstances remain substantially the same and risk assessments have been completed within a 12-month period.

Risk Assessment: A documented process used to identify potential hazards and minimise risks to the safety, health and wellbeing of children.

RESPONSIBILITIES

Approved Provider / Coordination Unit Responsibilities

Building Futures Care will:

- Ensure all transportation and excursion practices comply with the National Law, National Regulations and National Quality Standard.
- Ensure policies and procedures are available to educators and families.
- Ensure transportation and excursion risk assessments are completed and reviewed.
- Ensure all required written authorisations are obtained prior to transportation or excursions occurring.
- Ensure educator-to-child ratios and supervision arrangements are appropriate to the excursion or transportation risk level.
- Ensure **No child** is transported without written parent authorisation.

Coordinator Responsibilities

Coordinators will:

- Review and approve all excursion and transportation documentation prior to excursions occurring.
- Ensure risk assessments, permission forms and child authorisations have been completed.
- Monitor educator compliance with transportation and excursion requirements.
- Be informed of educator departure and return times for excursions and outings.

Educator Responsibilities

Educators must:

- **Notify the coordination unit prior to all excursions and transportation arrangements. Advise the coordinator of:**
 - Destination and location
 - Departure time
 - Expected return time
 - Children attending

Please note the only time this is not relevant during daily school transportation , Kindy pick up and drop offs

- Submit all excursion risk assessments, transportation risk assessments and signed authorisation forms to the coordination unit for approval prior to excursions occurring.
- Notify the coordinator when leaving from excursions.
- Conduct head counts and attendance checks before departure, during the excursion and upon return.
- Ensure no child is left unattended in vehicles at any time.
- Ensure all required medication, first aid equipment and emergency contact information accompanies children.
- Ensure appropriate child restraints and seatbelts are used in accordance with legislation.

Family Responsibilities

Families will:

- Provide written authorisation for transportation and excursions.
- Ensure emergency contact information is current.
- Provide required medication and medical management plans where required.
- Ensure children are dressed appropriately for excursions.

PROCEDURE

Planning for Excursions and Transportation

Before any excursion or transportation occurs, educators must:

1. Notify the coordination unit of the proposed outing or transportation details.
2. Complete an excursion and/or transportation risk assessment.
3. Obtain signed written parent Building futures care authorisation/ permission .
4. Submit documentation to the coordination unit for approval.
5. Ensure ratios and supervision arrangements are suitable.
6. Consider:
 - Proposed route and duration
 - Pick-up and destination location
 - Means of transport
 - Seatbelt and restraint requirements
 - Water hazards
 - Number of adults and children attending
 - Additional supervision needs
 - Children with medical or additional needs
 - Emergency planning
 - Safe entry and exit procedures
 - Embarking and disembarking processes
 - Attendance tracking procedures

EXCURSION PROCEDURES

Excursion Procedures

Before leaving:

- Head count completed
- Attendance marked
- Medication checked
- Emergency contact list available
- First aid kit packed
- Coordinator notified of departure

During excursion:

- Active supervision maintained at all times.
- Educators position themselves to ensure visibility of all children.

- Frequent attendance checks completed.
- Risks continuously monitored.

On return:

- Coordinator advised of return.
- Final attendance check completed.
- Any incidents documented.
- Excursion reviewed and reflected upon.

Change in Circumstances

Where circumstances change for a regular outing (including location, route, number of children or supervision requirements), a new risk assessment and updated authorisation must be completed.

PARAMOUNT CONSIDERATION

At Building Futures Care, the safety, health, wellbeing and best interests of the child are the paramount consideration in all transportation and excursion decisions.

Transportation and excursions will only occur where risks have been assessed and strategies implemented to minimise hazards. Educators will ensure children are actively supervised at all times and individual needs, including developmental stages, medical conditions, additional needs and behaviours, are considered when planning transportation or excursions.

No excursion or transportation arrangement will proceed where child safety may be compromised.

LEGISLATIVE REQUIREMENTS

Education and Care Services National Law and Regulations

- Regulation 89 – First Aid Kits
- Regulation 90 – Medical Conditions
- Regulation 99 – Children Leaving Service Premises
- Regulation 100 – Risk Assessment for Excursions
- Regulation 101 – Conduct of Excursion Risk Assessment
- Regulation 102 – Authorisation for Excursions
- Regulation 102B – Transportation Risk Assessments
- Regulation 122 – Educators Included in Ratios
- Regulation 123A – Family Day Care Ratios
- Regulation 124 – Number of Children in Family Day Care
- Regulation 136 – First Aid Qualifications
- Regulation 168–172 – Policies and Procedures Requirements
- Regulation 183 – Record Keeping Requirements

National Quality Standard

- QA2 – Children's Health and Safety
- QA3 – Physical Environment
- QA4 – Staffing Arrangements

- QA5 – Relationships with Children
- QA6 – Collaborative Partnerships with Families
- QA7 – Governance and Leadership

National Law & Regulations

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

ACECQA Excursion & Transportation Guidance

- ACECQA – Excursions Policy and Procedure Guidelines
- ACECQA – Excursion Risk Assessment Template
- ACECQA – Risk Assessment and Management
- ACECQA – Safe Transportation of Children Information Sheet (October 2020)
- [Guide to the National Quality Framework \(NQF\)](#)

Queensland-Specific Guidance

- Queensland Government – Excursions and Regular Outings
- Queensland Government – Excursion Risk Assessment Template

DOCUMENT CONTROL

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