

EXCURSIONS, REGULAR OUTINGS AND SERVICE EVENTS POLICY

QUALITY AREA 2 – VERSION 1.3



PURPOSE

This policy provides guidelines for Denzil Don Kindergarten to plan and conduct safe excursions, regular outings, and service events, ensuring appropriate risk management, supervision, and child safety practices are in place to protect children from harm.

POLICY STATEMENT

The safety, health, wellbeing, rights, and best interests of every child are paramount and guide all decisions, actions, and practices within the service.

VALUES

Denzil Don Kindergarten is committed to:

- Providing opportunities within the educational program for children to explore and engage with the wider environment and community
- Ensuring excursions, regular outings, and service events are accessible, and support children's learning and development
- Ensuring the health, safety, and wellbeing of children at all times, conducting risk assessments and obtaining parent/carer consent/authorisation
- Promoting a strong culture of child safety by planning and conducting all excursions and outings in line with the Child Safe Standards
- Providing adequate supervision for all children during excursions, regular outings, and service events
- Promoting road safety education and encouraging safe active travel for children

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Complete, sign, and date your child's enrolment form, including details of authorised persons (nominees) who may approve excursions
Provide written authorisation for your child to participate in regular outings. This authorisation must be reviewed and updated at least every 12 months
Do not bring personal devices capable of recording images (e.g., mobile phones, cameras) when attending excursions or service events
When volunteering on an excursion or at an event, understand that you must remain under the direct supervision of service staff at all times
Do not bring younger children or siblings on excursions, as this may impact supervision and safety requirements
Comply with this policy and all other service policies at all times.

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Develop this policy in consultation with all service staff and parents/carers (Regulation 168)	R	√	√	√
Ensure staff, volunteers, students, and other adults know that this policy is available on the service website denzildonkindergarten.org.au/policies/ and in the office Policy Folder, and that they comply with its requirements (Regulation 171)	R	√	√	√
Ensure excursions, regular outings, and service events promote child safety and comply with the Victorian Child Safe Standards	R	√	√	√
Ensure excursions, regular outings, and service events align with an approved learning framework, reflect the needs and interests of all children, and consider individual difference (see Curriculum Development Policy)		√	√	
Ensure excursions, regular outings, or service events have a clear purpose and educational value, and communicate this to parents/carers and the children		√	√	
Ensure excursions and service events are inclusive of all children, regardless of abilities, additional needs, or medical conditions (see Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Management Policy, Anaphylaxis and Allergic Reactions Policy, Diabetes Policy and Epilepsy and Seizures Policy)	R	√	√	
Ensure parents/carers complete, sign, and date enrolment forms, including providing the details of persons they authorise to approve an educator to take their child outside the service premises (Regulation 99, 160, 161)	R	√	√	√
Ensure written authorisation for regular outings is obtained from parents/carers or authorised nominee within the past 12 months and stored in enrolment records (Regulation 99, 161)	R	√	√	√
Ensure a child does not leave the service premises on an excursion without written authorisation from a parent/carer or authorised nominee, including all required details (Regulation 99, 102(4))	R	√	√	√
Ensure a risk assessment is completed before excursions in accordance with Regulations 100 and 101 , addressing supervision, transport, hazards, child safety risks, emergency management, and individual needs of children	R	√	√	√
Ensure risk assessments identify and evaluate potential risk, including child safety risks, and outline strategies to minimise them, as per Regulation 101	R	√	√	
Ensure a new risk assessment is completed if circumstances change for regular outings	R	√	√	
Develop safety strategies in high-risk situations, such as excursions near water or roads (see Supervision of Children Policy, Water Safety Policy, and Road Safety Education and Safe Transport Policy)	R	√	√	
Ensure the number of children attending an excursion does not exceed approved service capacity	R	√	√	
Ensure educator-to-child ratios are always maintained (Regulations 123)	R	√	√	
Ensure children are adequately supervised at all times (Regulation 122) (National Law: Section 165)	R	√	√	√

Ensure parents/carers, volunteers, students, and all adults participating in excursions are adequately supervised and never have sole responsibility for supervising children (<i>see Participation of Volunteers and Students Policy</i>)	R	√	√	
Ensure volunteers understand they remain under the direct supervision of service staff at all times during excursions and service events	R	√	√	√
Always avoid inappropriate conduct, maintain professional boundaries, use respectful and age-appropriate interactions, and act in accordance with the <i>Child Safe Environment and Wellbeing & Interaction with Children Policy</i>	R	R	R	R
Take a portable first aid kit, including required medication for children with medical conditions, on all excursions and off-site activities (<i>Regulation 89</i>), and ensure at least one educator with current approved first aid, anaphylaxis, and asthma training is in attendance	R	√	√	√
Ensure each child's medication and current medical management plan are taken on excursions and off-site activities (<i>see Dealing with Medical Conditions, Asthma Management, Anaphylaxis and Allergic Reactions, Diabetes and Epilepsy and Seizures Policies</i>) (<i>Regulation 90</i>)	R	√	√	√
Ensure a mobile phone, and emergency contact details for each child are taken on excursions a fast response to any incident, injury, trauma, or illness (<i>Regulation 98</i>)	R	√	√	
Ensure sunscreen and hats (where required) are taken on excursions / used during service events, and confirm outdoor venues offer adequate shade	R	√	√	√
Ensure appropriate procedures are followed in the event of a vehicle accident or transport-related injury involving children, staff, or volunteers (<i>see Incident, Injury, Trauma and Illness Policy</i>)	R	√	√	√
Ensure incidents, allegations, or concerns about a child's safety or wellbeing during an excursion is managed in accordance with the <i>Incident, Injury, Trauma and Illness Policy</i> and reported to the regulatory authority if required	R	R	√	√
Ensure excursion vehicles are fitted with seatbelts where possible, and that all children, staff, and volunteers use them for the entire journey	R	√	√	
Ensure a staff member actively supervises children getting on and off a vehicle (not the driver) (<i>Regulation 102E (4)(a), Regulation 102F (4)(a)</i>)	R	R	√	√
Check and account for each child against an attendance list when getting on/off a vehicle (<i>Regulation 102E (4)(b), Regulation 102F (4)(a)</i>)	R	R	√	√
Conduct thorough vehicle check after children disembark to confirm no child remains on board (<i>National Law: Section 16, Regulation 102F</i>)	R	R	√	√
Ensure records show that each child was accounted for, how that happened, confirm that the vehicle was checked after disembarkment, and the date/time the record was made, and the full name and signature of the staff member making the record (<i>Regulation 102E (4)(c), Regulation 102F (4)(a)</i>)	R	R	√	√
Maintain an accurate list of all adults attending the excursion, including parents/carers, volunteers, and students, and their contact details	R	√	√	
Ensure all records are retained for 3 years after the last date the child attended the service (<i>Regulations 177 and 183</i>)	R	R		
Inform parents/carers of items required for excursions, activities, or events	√	√	√	
Display a notice at the service when children are on an excursion, including the location and expected return time	√	√	√	
Ensure personal devices that capture/store images are only used in an emergency, ensuring authorisation documentation is completed beforehand (<i>see Safe Use of Digital Technologies & Online Environment Policy</i>)	R	R	√	√
Ensure sufficient service-issued devices are available when programs take place off the service premises (<i>see Safe Use of Digital Technologies & Online Environment Policy</i>)	R	R	√	√

Ensure parents/carers do not use personal devices during service events (see <i>Safe Use of Digital Technologies & Online Environment Policy</i>) * Denzil Don Kindergarten does not allow parents/carers to take a mobile phone on an excursion *	R	R	√	√
Ensure third parties delivering programs or activities do not use personal devices to record images of children while working directly with children (see <i>Safe Use of Digital Technologies & Online Environment Policy</i>)	R	R	√	√
Ensure staff and parents/carers comply with the <i>Road Safety Education and Safe Transport Policy</i>	R	√	√	√
Inform an educator immediately if a child appears to be missing during an excursion, regular outing, or service event				√
Provide road safety education and safe walking excursions to support learning and community connection		√	√	

BACKGROUND & LEGISLATION

BACKGROUND

Excursions, regular outings, and service events extend the educational program and support children's current interests. The *Victorian Early Years Learning and Development Framework* highlights that participation in the community strengthens children's sense of identity and wellbeing. The purpose and educational value of each experience must be clearly communicated to parents/carers.

When planning excursions and events, Denzil Don Kindergarten ensures they are inclusive and accessible to all children, regardless of ability, additional needs, or medical conditions. Clear procedures are established and communicated to families (see *Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Management Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy and Seizures Policy*).

A risk assessment is completed for every excursion before parent/carer (or authorised nominee) consent is obtained (*Regulations 100, 101*) to identify potential risks to children's health, safety, and wellbeing and outline strategies to minimise the risks (*Regulations 101*).

National Regulation 102-5 states that for regular outings, a single risk assessment and consent is valid for up to 12 months, provided circumstances do not change. A new assessment and consent are required if any elements change, including location, number of children, route, transport, activities, or duration.

Each excursion will have its own risk assessment and authorisation. All documentation must refer to a clearly defined destination.

Active travel excursions in the local community provide valuable opportunities for physical activity, road safety education, and community engagement. Learning in real environments, such as using crossings and traffic lights, supports the development of safe and independent road behaviours.

LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- *National Quality Standard*, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/>. OR in the Policies Folder in the kindergarten office.

Adequate supervision: (in relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines.

Risk assessment: (in the context of this policy) must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised ([Regulation 101](#)).

Risk assessments must consider:

- the proposed route and location of the excursion
- water hazards and risks associated with water-based activities
- if the excursion involves transporting children:
 - the means of transport
 - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
 - the process for entering and exiting the education and care service premises, and
 - the pick-up location or destination (as required);
 - procedures for embarking and disembarking the means of transport, including
 - how each child is to be accounted for on embarking and disembarking
- the number of adults and children participating in the excursion
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g., lifesaving skills)
- the proposed activities, and the impact of this on children with different ability levels, additional needs or medical conditions
- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g., first aid kit, emergency contact details for children, medication for children with known medical conditions and a mobile phone.

Regular outing: (for education and care services) an excursion where the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same for each trip. Example at Denzil Don Kindergarten is weekly Sports4Kinders and Discovery sessions. Regular outings require consent from parents/carers once every 12 months, unless there is a change to the circumstances of the outing.

Service event: an event or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an excursion.

SOURCES & RELATED POLICIES

SOURCES

- [Belonging, Being & Becoming – The Early Years Learning Framework for Australia V2.0](#)
- [Guide to the National Quality Standards](#)
- ELAA's Road Safety Education program www.childroadsafety.org.au
- Victorian Government: [Victorian Early Years Learning and Development Framework](#)
- VicRoads: www.vicroads.vic.gov.au
- Edith Cowan University and Child Health Promotion Research Centre: [National Practices for Early Childhood Road Safety Education](#)

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Code of Conduct
- Educational Program
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Diabetes
- Emergency and Evacuation
- Enrolment and Orientation
- Epilepsy and Seizures
- Fees
- Food Safety

- Hygiene
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Interactions with Children
- Nutrition, Oral Health and Active Play
- Occupational Health and Safety
- Participation of Volunteers and Students
- Privacy and Confidentiality
- Road Safety Education and Safe Transport
- Safe Use of Digital Technologies and Online Environment
- Sun Protection
- Supervision of Children
- Water Safety

EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

ATTACHMENTS

NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 24/05/2026.

REVIEW DATE: 24 / MAY / 2028