



EAST ADELAIDE
SCHOOL OSHC

EXCURSION / INCURSION & EXTRA-CURRICULAR ACTIVITIES POLICY

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
2.2	Safety	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.1	Supervision	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.2	Incident and emergency management	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 51(4A)	Conditions of service approval- ensure number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
S.165	Offence to inadequately supervise children
Sec.167	Offence relating to protection of children from harm and hazards
4 (1)	Definition regular outing
89	First Aid Kits
90	Medical conditions policy
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
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123	Educator to child ratios-centre-based services
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158	Children’s attendance record to be kept by approved provider
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PURPOSE

To ensure that all excursions and incursions undertaken by the Outside School Hours Care Service are planned and conducted in a safe manner, maintaining children’s health, safety and wellbeing at all times in accordance with Education and Care National Regulations. We believe excursions / incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local and the wider community.

IMPLEMENTATION

Excursions and incursions will be conducted with the children’s safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our OSHC Service however, if we feel an excursion will benefit the children and offer a valuable experience, we will adhere to the National Regulations and Service policies and procedures to plan and manage an experience that is enjoyable for children. This policy relates to excursions that may be a ‘regular outing’ or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit our OSHC Service.

Children who are enrolled in our OSHC Service may participate in extra-curricular activities that are organised separately from our OSHC. Our OSHC will support children to participate in extra-curricular activities located within school grounds.



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DEFINITIONS

Excursion: means an outing organised by an education and care service or family day care educator but does not include an outing organised by an education and care service provided on a school site if-

- (a) a child or children leave the education and care service premises in the company of an educator and
- (b) the child or children do not leave the school site.

Extra-Curricular Activities: means an activity organised separately from the OSHC Service that children may attend during OSHC operating hours. Examples include music lessons, dance class, choir lessons, chess, art, sport etc.

Regular outing: in relation to an education and care service, means a walk or trip to and from a destination

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each.

Incursion: means an activity organised by our Service, whereby an outside body is employed or engaged to visit the service to run an educational program and to promote culture and diversity. This could include a visit from the Rural Fire Service, an Aboriginal Cultural awareness group, science or reptile show or a musical or drama performance. Some incursions may be offered free of charge whilst others may incur a small participation cost.



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CONSIDERATIONS FOR EXCURSIONS AND INCURSIONS

Excursions / incursions should be planned in advance and consideration given to the:

- Time away from the OSHC service
- Availability of toilet and washing facilities
- Access to safe drinking water
- Adequate health and hygiene practices
- Possible risk to children (identified in risk assessment)
- Accessibility for all children
- Transportation
- Cost
- Weather- wet weather arrangements
- Teaching children safety procedures and responsibilities whilst on an excursion
- Communication with parents and families
- Risk Assessment documentation provided by the excursion venue
- Safety and wellbeing of children whilst at the OSHC service whilst participating in an incursion (identified in risk assessment)

EXCURSION / INCURSION RISK ASSESSMENT

The nominated supervisor must conduct a risk assessment which reflects Reg. 101 before an authorisation is scheduled under Reg. 102 to determine the safety and appropriateness of the excursion / incursion. If the excursion involves transporting children, the risk assessment must adhere to **all** components of regulations 101, 102, 102B, 102C (effective March 2023)



THE NOMINATED SUPERVISOR WILL ENSURE:

- Obligations under the *Education and Care Services National Law and National Regulations* are met
- Educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and procedure
- All new employees, students and volunteers are provided with a copy of this policy as part of their induction process
- An *Excursion/Incursion Risk Assessment* is developed prior to any excursion or incursion [see: *Excursion Risk Management Plan, Regular Outing Risk Management Plan, Incursion Risk Management Plan*]
- A responsible person (or coordinator) is appointed to oversee the organisation of the excursion/incursion
- Families have a right to view the risk assessment prior to the excursion/incursion upon request in which the Service must comply with ensuring all information is available.

PARENT / GUARDIAN AUTHORISATION

The approved nominated supervisor must ensure:

- That a child is not taken outside the OSHC Service premises on an excursion unless the child has permission in the form of a booking.
- The authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period
- Parental authorisation may be required for incursions if identified in the risk assessment or if a cost is required



STAFFING ARRANGEMENTS

The approved nominated supervisor will ensure that:

- Adequate supervision is provided for children and the educator to child ratio for school age care is always maintained as per National Regulations
- Considerations will include:
 - The number, age and ability of children
 - The number and physical positioning of educators
 - Each child's current activity
 - Risks related to the mode of transport (for example: walking)
 - Visibility and accessibility
 - The experience and skill of each educator
- Additional educators/staff are engaged to provide care and support to children with additional needs
- Educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion
- Educators are aware of the procedures to follow in the event of an emergency
- At least one educator or the nominated supervisor must hold current ACECQA approved first aid qualification, CPR qualification, approved emergency asthma management and approved anaphylaxis management training

ITEMS TO BE TAKEN ON AN EXCURSION

The approved nominated supervisor must ensure that the following items are taken on all excursions, as per the risk assessment:

- Appropriate number of suitably equipped first aid kits
- Fully charged and operating mobile phone / walkie-talkies
- Emergency contact information details for all children participating on the excursion
- Medication for children requiring medical and relevant medical management plans
- Items required for excursion circumstances- such as sunscreen, hats, other equipment
- Child attendance record

TRANSPORTATION FOR EXCURSION

Excursions involving transportation must adhere to the *Safe Transportation Policy* including ensuring a risk assessment has been completed prior to children being transported by the service and authorisation for the service to transport children as part of the excursion. It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record. Information must be included in the risk assessment about the process for embarking and disembarking the means of transport, including how each child is to be accounted for.

The *means of transport* may mean:

- Walking

Educators must ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights

Educators will ensure all children and adults obey road rules

Educators will ensure children follow the 'stop, look, listen and think' process when walking near roads

Educators will remain vigilant that no child runs ahead or lags behind the group

- Bus

The nominated supervisor must ensure that the seating capacity as displayed on the compliance registration is not exceeded. All children must sit on seats, preferably with, or close to an adult. Any requirements for seat belts or safety restraints under law must be followed depending on the vehicle used. If the bus has seat belts, they must be worn at all times.

- Train

The nominated supervisor will be required to contact the local station prior to the excursion to inform them of the time you will be travelling, the destination, and the number of children and adults who will be travelling.

Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the



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train guard so that they can hold the train for the period of time for safe boarding and disembarkment. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage if possible- and not in a Quiet Carriage.

- Car

Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

The vehicle must be registered and free of any defects that could put any passenger at harm.

All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles (below). The person driving the vehicle must hold a current Australian driver's licence appropriate for the vehicle type. The process for entering and exiting the Service premises safely must be considered at all times.

EXTRA-CURRICULAR ACTIVITIES

Our OSHC Service will support children to participate in extra-curricular activities that may be organised within school grounds during OSHC operating hours.

Communication between families and the school or the extra-curricular activity organisation (e.g., third party music teacher/provider) is paramount to the support provided to children to participate in the activity. Families are to make arrangements between the extra-curricular organisation/coordinator regarding attendance for their child. Examples of extra-curricular activities include music lessons, dance classes, team sports, drama classes or chess club. Families are responsible for informing the OSHC Service of any changes to attendance at extra-curricular activities.

Children attending extra-curricular activities will be signed out of the attendance record by OSHC educators and signed back into the OSHC Service upon return.



CHECKING FOR CHILDREN'S SAFETY

Educators will ensure:

- All children are accounted for when embarking/disembarking the car/vehicle or bus
- Children's names are marked off as they enter and leave the vehicle including time and date
- A thorough check is made of the vehicle to ensure no child is left in the vehicle (a second person should repeat this check for safety)
- Children only disembark the vehicle when it is safe to do so
- Bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and supervised
- Children remain in the care and supervision of educators from the Service during the excursion. If a parent or authorised guardian collects the child whilst on an excursion the excursion leader must be notified and ask the parent / guardian to sign the child(ren) out using an iPad.

CHILD BECOMES ILL WHILST ON EXCURSION- EDUCATORS WILL:

- Assess the child's illness and follow the Incident, Injury, Trauma and Illness Procedure
- Keep the child calm and comfortable
- If a child has an individual medical management plan for their symptoms displayed, follow the directions and administer medication if applicable and notify parents/guardians
- Use the supplies in the excursions first aid kit to assist in applying first aid to child
- Seek medical assistance, including ambulance transport, medication if required (as per child's excursion authorisation form)
- Contact the child's parents/guardian as soon as possible, no later than 24 hours after the incident
- Contact the nominated supervisor at the Service for further direction if required
- Ensure ratios are maintained for supervision
- Complete an Incident, Injury, Trauma and Illness Record



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- Notify the regulatory authority of any serious incident of a child while being educated and cared for at the Service within 24 hours

LOST CHILD DURING AN EXCURSION/ EXTRA-CURRICULAR ACTIVITY

In the event of a child being unaccounted for during an excursion or following an extra-curricular activity, educators will immediately:

- Inform another educator and provide supervision for groups
- Conduct a head count
- Ask children/parent helpers/other educators if they have seen the missing child
- Check with the extra-curricular activity coordinator if they are aware of the missing child's location
- Search the premises
- Alert the venue management and request that an announcement is made
- If the child is still unaccounted for after checking as above, the nominated supervisor or excursion coordinator will contact the Police on 000 and report the incident
- The nominated supervisor will contact parents/guardian
- Educators will reassure other children and provide supervision
- The nominated supervisor must make a notification to the regulatory authority within 24 hours of a serious incident

CONTINUOUS IMPROVEMENT/REFLECTION

Our Excursion / Incursion & Extra Curricular Activities Policy will be reviewed every 3 years in consultation with children, families, staff, educators and management.



SOURCES

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children’s Education & Care Quality Authority (ACECQA). 2021. [Policy and Procedure Guidelines. Excursion Guidelines.](#)

Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia. V2.0.](#)

Education and Care Services National Law Act 2010. (Amended 2023). [Education and Care Services National Regulations.](#) (Amended 2023)

Road Transport (Safety & Traffic Management) Act 1999.

Policy Reviewed by	Name:	Position	Date
	Lauren Maio	Director	24/09/2025
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