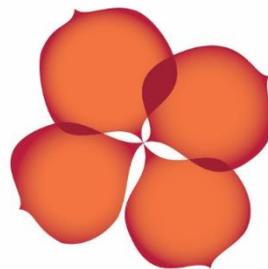


POLICY

**ELC Excursions and
Incursions**



**NT
CHRISTIAN
SCHOOLS**

DOCUMENT INFORMATION

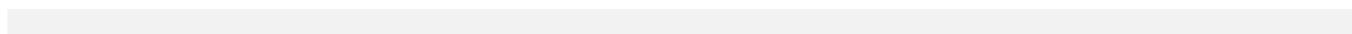
Document Title: ELC Excursion and Incursions Policy
Policy Category: EL - Early Learning
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Contact: policy@ntchristianschools.com.au
Approved by: ELC Nominated Supervisor
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Policy
Feedback



AMENDMENT HISTORY

Version	Date	Changes Made
1.0	02/2026	Developed to support operations and meet compliance. Reviewed by ELC leadership. Initial approval by CEO 18/2/2026. To be presented to Board to be ratified.



1 Preamble

NT Christian Schools is an organisation that exists to advance the Christian religion through the provision of high-quality education and training services and religious instruction. A holistic and relational approach to learning for each individual student, underpinned by a biblical world view provides an education for the whole person, for the whole of life.

We believe that the Christian faith is a life-transforming faith that will be authentically evidenced in a believer's actions. The bible exhorts us to pursue godliness and to model biblical standards of behaviour. Everything we do, our practices, our conduct, our use and stewardship of resources is an act of worship to God and a witness to those around us.

All members of the NT Christian Schools community are to be committed to ensuring a safe and caring environment for students, staff and the whole community in a manner that is consistent with the Christian ethos and beliefs of NT Christian Schools.

Employees and those a policy applies to are fully supported by NT Christian Schools to meet compliance with this policy.

NT Christian Schools is committed to achieving and maintaining workable solutions for our organisation.

We may make changes to this policy from time to time to improve the effectiveness of organisational operation or to meet legislative requirements. Notification of changes will be communicated to those a policy applies to, and it is their responsibility to read updated policies and relevant related documents as soon as reasonably practical. Any NT Christian Schools stakeholder who wishes to provide feedback about this policy may forward their suggestions to the policy monitor or policy@ntchristianschools.com.au.

2 Purpose

NT Christian Schools recognises that incursions and excursions provide valuable opportunities to enhance the educational program for children as they:

- participate in activities and experiences that extend learning including knowledge and skill development,
- access facilities available on the College campus, and
- explore the wider community and environment.

3 Policy applies to

This applies to families, staff, trainees and volunteers, Management, Approved Provider, Nominated Supervisor who attend or are involved in the planning and approval of incursions and excursions.

The policy is available to all parents, carers, students, staff, volunteers via the NT Christian Schools website and on request in hard copy form from the NT Christian Schools Business Services Office as required.

The policy is available to all staff and Board of Directors via the NT Christian Schools Canvas *Policy and Advisory Library*.

4 Policy

4.1 Planning

Planning of incursions and excursions needs to be undertaken appropriately to ensure there is enough time to thoroughly plan the event, consult with the staff team who will be supporting the activity, develop Risk Assessments, seek required approvals, communicate with families including gaining participation consent when required and obtaining, screening and briefing any volunteers involved.

Planning needs to clearly identify and address:

- the purpose and how the excursion or incursion supports the educational program and contributes to the outcomes for children,
- Cost (whether will incur participation costs or covered by ELC budgets),
- Risk Assessment using the NTCS Risk Assessment Template that identifies risks and mitigation strategies relevant to:
 - possible risk to health and safety and wellbeing of children and staff from environment and activities,
 - safety and wellbeing including individual students and staff needs i.e. allergies, asthma management, social/emotional supports etc.,
 - supervision and ensuring children can be constantly accounted for
 - specify risk mitigation strategies
 - transportation and accessing venue and moving around areas of venue,
 - inclusion of venue/third party risk assessments,
 - water hazards
- transportation needs, proposed route, pick-up and drop locations,
- teaching children safety procedures and responsibilities whilst on and excursion or incursion,
- supervision and monitoring of students including required staff ratios, any specialist skills required, first-aid provisions,
- Items required to be taken by children – ie hats, food, drink bottles
- Items required to be taken by staff – ie fully charged mobile phone, phone charger or additional battery, appropriate number and capacity first-aid kit, emergency contacts, medical plans, required medications, sunscreen, hygiene equipment such as wipes or hand-gel, role of attending children, risk assessment, venue contacts, transport provider contacts).
- weather implications including sun safety,

- availability of toilet and washing facilities, if away from ELC premises,
- access to safe drinking water, if away from ELC premises,
- adequate health and hygiene practice, if away from ELC premises,
- communicating with staff who will be impacted by or supporting the excursion or incursion including the plan, risk management, duty of care, roles and responsibilities,
- seeking and screening volunteers if needed and communicating plans, duty of care and risk management and responsibilities,
 - this needs to be in compliance with NT Christian Schools' Child Protection Policy and Parent, Visitor, Volunteer and Contractor Code of Conduct.
- communication with families including obtaining attendance permissions when required.
- appropriate supervision and program for children not granted permission to attend,
- visiting groups/performances are covered by insurance and provide a copy of their Certificate of Currency,

Risk Assessments must be approved by Nominated Supervisor (Campus Principals) prior to the excursion or incursion taking place.

Risk Assessments for Regular Excursions / Incursions are required to be completed and approved once per calendar year, however;

- they must be regularly reviewed, by all staff involved in facilitating the excursion/incursion,
- updated where a gap or concern is identified,
- reviewed and if necessary, updated after an incident or near miss occurs.

4.2 Staffing Arrangements

Educator to child ratios must meet the prescribed ratios as per National Regulations, with additional staff engaged to provide care and support to children with additional needs.

Considerations for ratios include:

- location of excursion / incursion,
- type of excursion / incursion,
- risk identification and mitigation strategies (as per risk assessment),
- the number, ages and abilities of children,
- required physical capacity to participate in activities,
- physical ability of children and attending staff,
- experience and skill of each staff member.

It must be ensured that educators and staff are:

- briefed on the excursion/incursion plan, risk assessment and risk mitigation strategies, transportation,
- aware of their responsibilities in regard to supervision, activity leadership.

- Aware of who will be attending including children, staff and volunteers.

At least one educator attending the excursion or incursion must hold a current HLTAID012 first aid qualification.

If there are any children not attending the excursion or incursion, they must be supervised by at least one educator that holds a current HLTAID012 First Aid Qualification.

As per NT Christian Schools' Child Protection Policy, Working With Children Checks (Ochre Cards) must be:

- provided to the Excursion / Incursion coordinator with a copy taken to be retained on file,
- verified as clear by NT Christian Schools Ochre Card Register Monitor,
- added to the ELC or Campus Ochre Card Register.

4.3 Transportation

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 National Regulations 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:

4.3.1 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

4.3.2 Bus

Buses may be booked from the NT Christian Schools fleet or chartered from a local service provider.

The Excursion Coordinator must ensure that the seating capacity as displayed on the compliance registration is not exceeded.

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.

4.3.3 Car

Any car that is used to transport children on an excursion 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 educator or staff member driving the vehicle must hold a current Australian driver's licence appropriate for the vehicle type.

4.4 Parent / Guardian Authorisation

Children must not be taken outside the campus of the ELC on an excursion unless written (may include email or digital) authorisation has been provided by parents/guardians named on the child's enrolment record as having authority to authorise transportation of a child.

Permission for Regular Incursions / Excursions may be captured at the commencement of enrolment and each calendar year. It should be noted that parents may withdraw permission by writing to the ELC Director.

The communication to parents/guardians about the Excursion /Incursion must provide the following information:

- the purpose for the excursion / incursion
- when the excursion / incursion will occur
 - for regular excursion and incursions this may be a statement such as '*every Thursday morning commencing 2 Feb the class will visit the campus library*', or may list the dates for a shorter program.
- the venue,
- proposed activities,
- transportation plans,
- the period of time away from the ELC premises,
- supervision ratios,
- staff and volunteers attending,
- that a risk assessment has been undertaken and approved by management, and relevant policies related to the excursion or incursion.

The permission section of the form must capture:

- the child's name,
- the parent/guardian name who is providing the permission and their signature.

Permission forms for excursions and incursions must be kept for a minimum of 5 years (75 years for indigenous children) after the event as per NT Christian Schools Record Management Policy and Record Retention Framework.

4.5 Child Becomes Unwell on an Excursion

If a child becomes unwell or injured on an excursion, educators will:

- assess the child's illness and follow *the Incident, Injury, Trauma and Illness Procedure*,
- contact an ambulance if required,
- 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 end of the day of 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*,
- ensure service Director is informed, if medical assistance was required to be sought by ELC staff at the time of illness, injury or incident, or after by parents, ensure Nominated Supervisor (Campus Principal) is informed.
- Where incident was greater than minor injury or illness, Director and Nominated Supervisor should provide written communication to families, mindful of privacy protections to support community relationships and provide transparency.
- notify the regulatory authority of any serious incident of a child while being educated and cared for at the Service within 24 hours.
- debrief with staff and any volunteers within 48 hours of the incident to address any improvements required in processes or policy.

4.6 Lost Child During an Excursion

In the event of a child being unaccounted for during an excursion, 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,
- search the premises,
- check organised meeting points (use mobile phone to contact other educators),
- 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 will contact the Police on 000 and report the incident,
- the Nominated Supervisor will contact parents/guardian of lost child,

- educators will reassure other children and provide supervision,
- ensure Accident and Incident Report is completed and provided to Director and Nominated Supervisor,
- Where incident was greater than minor injury or illness, Director and Nominated Supervisor should provide written communication to families, mindful of privacy protections to support community relationships and provide transparency.
- the approved provider must make a notification to the regulatory authority within 24 hours of a serious incident.
- debrief with staff and any volunteers within 48 hours of the incident to address any improvements required in processes or policy.

4.7 Emergency Management During An Excursion

During the planning of the excursion, the Excursion Coordinator will conduct a risk assessment to identify any potential emergencies that may occur.

The Excursion Coordinator will check whether the venue has appropriate emergency procedures in place and incorporate this information into the excursion risk assessment.

In the event of an emergency occurring while educators and children are participating in the excursion, staff will follow the emergency evacuation procedure or lockdown procedure as required.

The excursion coordinator will contact the Nominated Supervisor or the responsible person immediately and follow instructions provided by emergency services.

Families will be informed as soon as practicable, but no later than the end of the day of the emergency event.

Families may be required to collect children from the excursion venue; educators will contact parents/guardians or emergency contacts if required.

The Approved Provider will notify the regulatory authority of any serious incident involving a child while being educated and cared for at the Service within 24 hours.

The Approved Provider will complete a review following the emergency incident, including an assessment of areas of improvement.

5 Roles and Responsibilities

Roles	Evidence of Compliance
Approved Provider	
Support full implementation of this policy	
Complete reporting to regulatory authorities as required	Written reports Communication records
Nominated Supervisor	

Roles	Evidence of Compliance
Support full implementation of this policy	
Review, make required modifications and approve Risk Assessments	Completed Risk Assessments
Complete reporting to regulatory authorities or emergency services when required	Communication Records Written Reports
Review Accident and Incident Reports – advise if policy and procedures need to be adjusted. Report to RATPAK and Board.	Board Reports Communication Records RATPAK Reports
Communicate with parent/guardians of children when required according to policy.	Written communications
ELC Director	
Support full implementation of this policy	
Provide oversight to excursion and incursion planning.	Excursion Plan and approvals
Ensure appropriate communications and consents are provided/collected.	Written communication Permission forms
Excursion / Incursion Coordinator	
Support full implementation of this policy and any others relevant to the excursion / incursion.	
Document plans and complete Risk Assessment.	Excursion / Incursion Plans Risk Assessment
Ensure communications with all relevant parties is undertaken.	Written communications
Educators and Staff	
Support full implementation of this policy and any others relevant to the excursion / incursion.	
Participate in pre-excursion / incursion brief. Abide by plans and risk mitigation strategies planned.	
Volunteers	
Support full implementation of this policy	
Follow direction provided by ELC staff	
Abide by Parent, Visitor, Volunteer and Contractor Code of Conduct	Ochre Card Register Volunteer Application
Parents / Guardians	

Roles	Evidence of Compliance
Read information provided regarding excursions and incursions	Excursion / Incursion information
Respond promptly with requests for permission for children to attend excursion or incursion	Written permissions
Communicate in writing if you wish to change permissions granted for your child	Written communication

6 Definitions and acronyms

The following terms used throughout this policy are defined as follows:

Term	Definition
Excursion	<p>An outing that requires leaving the College campus on which the ELC premises is based.</p> <p>(a) a child or children leave the education and care service premises in the company of an educator and</p> <p>(b) the child or children do not leave the school site</p>
HLTAID012 First Aid	An accredited first aid qualification that includes CPR, emergency Asthma management and Anaphylaxis management.
Incident	<p>an incident is any unplanned event that results in or has the potential to result in injury, illness, property damage, environmental harm, or disruptions to operations. Incidents can range from minor accidents with little to no impact to severe events that cause significant harm or loss.</p> <p>Key aspects are:</p> <ul style="list-style-type: none"> • Unplanned Nature: Incidents are unexpected and not part of routine operations. • Potential for Harm: They have the potential to cause negative outcomes, even if no harm occurs. • Variety of Impacts: Incidents can affect people, property, the environment, or business operations.
Incursion	<p>An activity that does not require leaving the College campus.</p> <ul style="list-style-type: none"> • may mean leaving the ELC premises to utilise other facilities on the campus such as the library, hall, sports field or specialist classroom (ie art room), or • whereby an outside body is engaged to visit the service or campus to run an educational program to enrich the educational program. This could include a visit from a dentist, the Rural Fire Service, an Aboriginal Cultural group, science or reptile show, a musical or drama performance.
Near miss	An event that could have caused injury, harm or damage but did not occur, often due to chance or timely intervention.
Regular Excursion / Incursion	An excursion or incursion that is planned and will take place on a recurring routinely for a period of time or throughout the year.

7 Early Learning Compliance

QUALITY AREA 2: Children's Health and Safety		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND 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
S.165A	Offence relating to children leaving the education and care service premises unauthorised (WA Services)
S.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
102D	Authorisation for service to transport children
102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First Aid qualifications

149	Volunteers and students
151	Record of educators working directly with children
158	Children's attendance records to be kept by approved provider
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
168	Policies and procedures are required
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

8 Related legislation and policy

8.1 NT Christian School policies and procedures

- Child Protection Policy
- Risk Management Policy
- Risk Assessment Template
- Risk Management Framework - Safety
- Parent, Visitor, Volunteer and Contractor Code of Conduct
- Volunteer Application Form and Declaration
- Volunteer Child Safe Training Summary Acknowledgement Form
- Safe Transport Policy
- Sun Safety Policy
- Toileting Policy
- Water Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Business Related Travel Policy
- Driving Heavy Vehicles Policy
- Record Management Policy
- Record Retention Framework

8.2 Legislation

- Education and Care Services National Regulations

8.3 Other relevant resources

- Guide to the National Quality Framework
- Child Care Desktop – Excursion / Incursion Policy