



BEFORE, AFTER & VACATION CARE

EXCURSIONS AND ROUTINE OUTINGS POLICY

TeamKids, February 2026

FUN

GENUINE

INNOVATIVE

INVOLVED

REMARKABLE

POLICY RATIONALE

TeamKids includes excursions and regular outings as a valuable part of our Vacation Care Program experiences for children.

This policy provides a set of clear guidelines and procedures to:

- Strengthening safety, legislative, regulatory and ethical standards for children participating in our programs.
- Communicate to TeamKids staff, educators and volunteers the organisational expectations and standards in providing and supervising excursions and regular outings.

POLICY STATEMENT

In delivering excursions and regular outings, TeamKids commits:

- To planning all experiences with the needs and interests of children as a priority consideration.
- To planning all experiences in a manner that offers children a variety of learning and development opportunities.

Excursion and Regular Outings Training Procedures

- All educators will undergo training in excursion procedures, both during their induction training and in a separate Learning Management System (LMS) topic, related to procedures.

The topics are assigned to educators, dependant on their role and include:

Excursion Management – Responsible Persons

- Excursion Management
- Excursion Documentation
- Excursion Safety: Singlets and wristbands
- Supervision when on excursion
- Procedure: Bus Safety
- Children under the age of 7 on excursion
- Knowledge check (to ensure educator has an appropriate level of knowledge on this topic)

Excursions

- Getting ready for an excursion
- Excursion Safety – Wrist bands and vests
- Excursion documentation
- Supervision & Head counts
- Children under 7 on Excursion
- Knowledge check (to ensure educator has an appropriate level of knowledge on this topic)
- Experience timetable: Excursion and bus details
- Excursion Safety: Bus Process – getting on and off the bus.

It is noted that specific training on ensuring appropriate supervision and protection of children under 7 years of age, from potential harm or hazard, is included in each element of training. All educators are required to undergo this training during the induction process.

EXCURSION AND REGULAR OUTINGS PROCEDURES

- Any excursion, incursion or routine outing must be carefully planned, ensuring that a risk assessment is conducted before authorisation is sought before each child can participate in compliance with Regulation 100 and Regulation 101 of the Education and Care Service National Regulations (2011).
- According to Regulation 101, the risk assessment must:
 - (1) (a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
 - (b) specify how the identified risks will be managed and minimised.
 - (2) Without limiting sub regulation (1), a risk assessment must consider—
 - (a) the proposed route and destination for the excursion; and
 - (b) any water hazards; and
 - (c) any risks associated with water-based activities; and
 - (d) if the excursion involves transporting children—
 - (i) the means of transport; and
 - (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
 - (iii) the process for entering and exiting—
 - (A) the education and care service premises; and
 - (B) the pick-up location or destination (as required); and
 - (iv) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking; and
 - (e) the number of adults and children involved in the excursion; and
 - (f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and
 - (g) the proposed activities; and
 - (h) the proposed duration of the excursion; and
 - (i) the items that should be taken on the excursion.

This process ensures all information is shared with families before children participate in activities and before families are requested to provide authorisation for the Excursion and/or Regular Outing.

- Excursions and incursion activities will be designed to expand children's understanding of the community and appreciation of the world around them.
- Written authorisation for Excursions and Regular Outings is obtained from all parents/guardians and/or authorised nominees as required by Regulation 102. This documentation must state:
 - (a) the child's name; and
 - (b) the reason the child is to be taken outside the premises; and
 - (c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
 - (ca) if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion; and
 - (d) a description of the proposed destination for the excursion; and
 - (e) if the excursion involves transporting children—
 - (i) the means of transport; and
 - (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
 - (f) the proposed activities to be undertaken by the child during the excursion; and

- (g) the period the child will be away from the premises; and
 - (h) the anticipated number of children likely to be attending the excursion; and
 - (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
 - (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
 - (k) that a risk assessment has been prepared and is available at the service.
- The Excursion and Regular Outing risk assessments including site visits are overseen by the Program Planning Manager under consultation with the National Quality and Compliance Manager.
 - The risk assessment includes all relevant information, and any risk mitigation strategies are communicated by the Program Planning Manager to relevant TeamKids Coordinator/Director of Service (or responsible person), in working towards a safe experience for children.
 - All TeamKids educators wear an easy to identify uniform at all times on excursions and regular outings.
 - Excursions may be cancelled if the weather conditions are inappropriate for the planned activity, or for venues within an area at risk of bushfire on a day deemed to be 'catastrophic'.

REGULAR OUTINGS SPECIFIC INFORMATION AND PROCEDURES

In enhancing educational and fun experiences for children, TeamKids may provide Regular Outings. These Regular Outings may include visits to nearby parklands, playgrounds and/or recreation facilities. As previously stated, risk assessments specific to that program's Regular Outing/s are made available to parents and authorised nominees or can be emailed upon request prior to enrolment.

Where parents/guardians are unwilling to permit their child on a regular outing, TeamKids may provide another option such as split groups, or an alternative TeamKids Service (at a different location where the routine outing is not included). Splitting groups are only made available where ratios, qualifications and communication criteria can be met. Where this is unavailable parents/guardians may exercise the options of another TeamKids Service. This is communicated to parents/guardians upon enrolment.

EXCURSION SPECIFIC INFORMATION AND PROCEDURES

All excursion specifics including activities, departure and arrival times are made accessible to parents upon placing their booking. Where departure and/or arrival times are outside our normal pickup and/or drop off times, this information is communicated to parents during the enrolment process for that specific day.

To ensure safety and comfort for children on excursions:

- Parents are expected to arrive at least 15 minutes prior to excursion departure time. This is communicated to parents upon enrolment.
- Buses will depart on time and children who are late will not be able to attend the program, as services are closed during excursion times.

Parents will be asked to ensure that for each excursion venue, children have appropriate:

- Clothing (including activity and weather appropriate)
- Footwear (including activity and weather appropriate)
- Lunch/drinks and snacks.
- Sun protection

Children who are unable to attend excursions will not be offered care on Excursion days as the service facility will be closed for the duration of the excursion. All TeamKids Staff Educators are required on excursions to maintain safe and appropriate ratios, qualifications and communication to accommodate breaking into smaller activity groups. Please contact our Customer Service team on [1300 035 000](tel:1300035000) to discuss alternate locations for this day.

The excursion risk assessment and authorisation are printed out on the day of the excursion and placed at the sign in table of the service. This allows educators to discuss the excursion details with families/guardians/authorised nominees on delivery as well as ensuring the documents are current and accurate.

If there had been any change of circumstance since the excursion was first announced in the program flyer, this would have already been reflected in the current risk assessment and authorisation. This may include changes to times the child will be away from the service, changes to routes take or to drop off/pick up locations, etc.

Should a change be required to be made to an excursion or the circumstances listed in the risk assessment, in an unexpected manner or an emergency, on the day of the excursion, families/guardians/authorised nominees will be contacted individually by phone/text. Services will be sent back to the service, if it is found that any unexpected change/circumstance may pose a risk to children or if families/guardians/authorised nominees cannot be informed in a timely manner that enables them to remove their consent.

As the risk assessment is completed on an annual basis, where the venue is used throughout that year, the TeamKids Planning Team will have contacted the venue before each Vacation Care period, to ensure there have been no changes that may affect the excursion or child safety. This enables the risk assessment and authorisation to be amended as required or the excursion to be cancelled/rescheduled.

***Educator to child ratios on excursions vary from 1:8 to 1:15 depending on TeamKids Risk Assessment and the deemed level of risk.*

PRIOR TO DEPARTURE FROM THE SERVICE

In upholding TeamKids commitment to child safety TeamKids Coordinator/Director of Service (or responsible person), oversee and ensure that the following items are always taken on all excursions:

- First Aid Kit
- Medication as required
- Attendance Record/Roll
- Password protected iPad with access to all critical information including Emergency contact Parent/Guardian Information, Medical and Contact Forms
- Mobile Phone access.

To ensure strong communication between potential split groups, with head office, emergency services and with parents/guardians, each TeamKids educator on excursion may be required to:

- Provide their own mobile phone (or in the event they do not have one, will be provided with one), for means of communication only. Educators are not permitted to use mobile phones to take photos or videos of children.
- Have the ring and vibrate mode switched on.
- Have access to the Co-Ordinator/Director of Service mobile number.
- Have access to head office contact phone numbers

- Will be provided via the Co-Ordinator/Director of Service access to every child's medical and emergency contact record.
- The Co-Ordinator/Director of Service in charge of the excursion must ensure that the Risk Assessment is discussed with all children including, aims and objectives of the excursion, and items of special interest to them.
- Policy on Sun Protection will apply on all excursions.
- The Responsible Person in charge will ensure that all educators are familiar with their roles on the day – supervision, emergency procedures for a lost child, accident/injury procedures, and any other specific safety requirements.

IMMEDIATELY PRIOR TO DEPARTURE OF THE SERVICE:

- Educators will sit all the children down and explain to them the expectations of the day ahead, including the pairing/grouping of the educators and children.
- All children are given the opportunity to use the toilet prior to departure.
- The Co-Ordinator/Director of Service, leading the excursion will nominate an educator to collect the excursion pack that must be taken with the group, and to check its contents against the excursion checklist.
- All children will be placed in a group (Size determined by Risk Assessment) with a designated educator who will be responsible for these children throughout the excursion where required.
- Ensure that all children must be identifiable and be wearing the TeamKids singlet on the outside of their clothing. Children are also required to wear the service specific wristband at all times.
- Ensure that all Team Members are identifiable and wearing a visible TeamKids uniform and name tag.
- A head count must be conducted prior to children leaving the Service.

SAFETY PROCEDURES ON EXCURSIONS

- Head counts are made at regular intervals of at least every 30 minutes and when moving from one area to another, for example, toilets, getting on and off buses on all excursions and regular outings.
- Roll calls are conducted regularly throughout the day – anytime children are gathered together as a whole group.
- Children are briefed prior to the excursion to ensure children understand and agree to expectations. They are informed about how the day will run and what activities they will engage in.
- Appropriate communication methods are set in place for all excursions. This includes children being organised into smaller groups, and at least two educators per group on high-risk excursions.
- Meeting times and locations are agreed upon by all staff members prior to separating into smaller groups.
- A list of educators and children allocated are made available to each educator attending the excursion.
- Children are not left in the sole care and custody of any other person apart from TeamKids educators, including any bus drivers and excursion venue staff.
- Boundaries are clearly explained and/or marked for children. Team Members will position themselves so that children are supervised at all times.

- Any educator noticing that a child appears to be missing from the group will let the Co-Ordinator/Director of Service in charge know immediately.
- Children will have access to appropriate shaded areas to avoid excessive exposure to the sun in accordance with the policy on Sun Protection.
- Ensuring educator to child ratios are maintained at all times. At no time can a Team Member leave the group unsupervised.

THE FOLLOWING TABLE IDENTIFIES THE RESPONSIBILITIES FOR TEAM MEMBERS WHEN CONDUCTING EXCURSIONS:

Duty	Person Responsible	
	Responsible Person	Educator
Ensuring that the Team Member allocated to supervise each group of children has the appropriate experience for example the most experienced and/or qualified Team Member is to escort and collect children, supervise the larger groups and outdoor play.	✓	
New Team Members where possible are not be left alone to supervise children. Once the Service Coordinator/director determines that the Team Member is familiar with the service, children and families, they may solely supervise children.	✓	
Complying with educator to child ratios.	✓	✓
Being aware of any potential hazards as outlined in the Risk Assessment.	✓	✓
Ensuring that children are actively supervised at all times and that all Team Members are using <i>Circulate, Supervise and Interact (CSI)</i> strategies.	✓	✓
Consider the design and arrangement of the excursion venue and support all Team Members to actively supervise all children.	✓	✓
Ensuring that excursion boundaries are communicated to all children and that they are aware of the boundaries at the excursion venue.	✓	✓
Head counts are conducted at least every 30 minutes as well as prior to moving between any spaces – including indoor and outdoor areas, using the toilets and getting on and off the bus.	✓	✓
Bathrooms and toilets are checked for any potential hazards prior to children entering, and children are escorted to the bathrooms.	✓	✓

SICK AND INJURED CHILDREN DURING AN EXCURSION

- In the event that a child becomes unwell during an excursion, Team Members are to follow policies on Incidents, Accidents, Injuries Policy and the Administration of First Aid.
- If the illness is deemed to be serious (i.e. if immediate medical aid or hospitalisation is required), then follow the emergency procedures detailed in policy on and dealing with incidents, accidents, injuries and trauma.
- The Service Coordinator/Director should ensure that a first aid kit is accessible at all times during excursion periods, including during transport.

LOST CHILDREN DURING AN EXCURSION (IN SUPPORT OF THE TEAMKIDS - UNACCOUNTED FOR AND ABSCONDING POLICY)

If a child is unaccounted while on an excursion, the following procedures will be followed immediately to ensure the safety of all children:

- If at any point a child leaves the excursion venue and does not respond to a Team Members request to return, the Police must be contacted by Responsible Person in Charge immediately on 000.
- The Co-Ordinator/Director of Service will contact their Area/Regional Manager, who will notify the child's parents and/guardians or emergency contact that the child has left the premises.

TRAVELLING BY BUS

The Transportation of Children Policy must be followed at all times.

- When hiring a bus, a vehicle with seat belts is always requested, and children are reminded and expected to stay in their seat at all times.
- If travelling by bus, the Planning Team will complete a risk assessment that will include:
 - The bus will have seat belts.
 - If an additional bus is required, how the Service will meet ratio requirements; and
 - The planned route to and from the destination.
- Children are not to be left in the sole care and custody of bus drivers or others.
- Children are not left unsupervised in vehicles.
- Contracted bus operators will be required to.
 - The driver holds a current driver's license with appropriate conditions.
 - The driver operates the vehicle in accordance with The Road Rules of each Australian state and Territory.
 - The vehicle has a current registration and is insured.
 - The vehicle is not driven in an unsafe or damaged condition; and
 - The vehicle is kept in a roadworthy condition as determined by the laws of each Australian state and territory.
- A transport timetable detailing bus pickup and drop off times are provided to Team Members and to families prior to the commencement of the excursion.

In the event the bus breaks down:

1. Service Co-Ordinator/Director of Service, contacts the planning team
2. The planning team will work with the bus company to arrange alternative transport for the children and staff. If the breakdown occurs on route to the excursion venue, they will contact the venue.

3. The planning team will notify the Customer Service team advising them of the situation. The Customer Service team will arrange for a SMS and/or call to families if there is a delay in returning to the venue.

WALKING

- While TeamKids promotes road safety in discussions with families and children, excursions also provide children with the opportunity to practice walking safely with adults in real traffic environments.
- If walking, the Planning team will complete a risk assessment that will include provision for safety in the community, including road safety.
- When walking during outings, Educators will talk to children about traffic and road safety, including:
 - What they are doing when they cross the road.
 - Why they have stopped at the curb.
 - What they are looking for when they are crossing the road.
 - What sounds they are listening for when they are crossing the road.
 - When it is safe to cross the road; and
 - Why they have to keep checking until they're safely on the other side.
- A timetable, detailing proposed departure and arrival times is provided to Team Members and families prior to the commencement of the excursion.

REFERENCES

ACECQA National Quality Framework Resource Kit (2012)

Quality Area 2 – Children's Health and Safety

Education and Care Services National Regulations (2011). R168, 100, 101 & 102.

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