

EXCURSIONS, REGULAR OUTINGS AND SERVICE EVENTS GUIDELINE



Kindergarten Programs

1. Purpose

Excursions, regular outings, and service events provide valuable opportunities for children to explore and participate in the wider community and are important parts of the curriculum. The City of Casey is committed to conducting safe and appropriate experiences for children attending City of Casey managed kindergartens.

2. Scope

This guideline applies to the Approved Provider, Person with Management and Control (PMC), Nominated Supervisors, staff, educators, students on placement, volunteers, parents, parent helpers, children and others attending the programs and activities of City of Casey managed kindergartens.

3. Background

In the context of City of Casey managed kindergarten programs, the following activities are covered under this guideline:

- An **excursion** is an educational activity during which the children leave the service premises with the authorisation of a parent, guardian or authorised nominee. An excursion is a 'one-off' event which includes transportation and does not occur regularly. This also includes when the destination is in the service car park (e.g. a visit from the fire brigade in the service car park).
- A **regular outing** is a visit to and from a specific destination which includes transportation and requires the authorisation of a parent, guardian or authorised nominee. A regular outing includes locations where:
 - The service visits regularly as part of its educational program.
 - The circumstances relevant to the risk assessment are the same on each outing.
- A **service event** is an activity held within the service that primarily supplements and supports the education and care program, occurring as a 'one-off' or during regular scheduled times and may require authorisation of a parent.
- **Transportation**, in relation to kindergarten programs, means the transportation of children by the service as a part of a, excursion, regular outing or service event. This may include methods such as walking, by bus, by train or other public transport options. Transportation does not include circumstances where a child is transported in a private vehicle or where children are not signed into the kindergarten program. Transportation information will be included in the Risk Assessment for the excursion, regular outing or service event where relevant.
- An **experience**, in relation to kindergarten programs, is a planned activity held within the service that has a higher level of risk than regular service delivery and therefore requires a risk assessment before being introduced to the program (e.g. fire pit, cooking, tinker table).

4. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	• Ensure that all obligations under National Law and National Regulations are met to ensure the safety and wellbeing of children on excursions, service events, regular outings and while being transported. • Take all reasonable steps to ensure staff, students and volunteers follow the relevant guidelines and procedures. • Review and approve risk assessments developed by educators for excursions, regular outings and service events.
Educators and staff	• Ensure budget approval has been sought from the Team Leader. • Ensure that when an activity requires the children to be taken out of the licensed space, that it is considered an excursion or a regular outing. • Use the City of Casey Risk Management Matrix (Attachment 1) to measure levels of risk as part of the risk assessment (Attachment 2). • Ensure completion of appropriate risk assessments prior to the event and implement strategies. • Submit the Risk Assessment to Team Leader at least 14 days prior to the proposed event. • Ensure a new risk assessment is completed when circumstances change for a regular outing. • Develop suitable information about the excursion, regular outing or service event for families. • Ensure parents, guardians or authorised nominees provide written authorisation for their child to participate (Attachment 4, 5 and 6). • Ensure completed consent forms are uploaded to the <i>Child's Enrolment Record</i> in EnrolNow. • Support all children to successfully attend excursions, service events, and regular outings. • Maintain appropriate conduct at all times (Section 166A). • Report any concerns regarding the conduct of any staff member (including colleagues, students, volunteers or contractors) immediately to a Team Leader (Regulation 166A). Excursions and Regular Outings • Ensure that all required equipment and/or items are taken including but not limited to: • First Aid Kit • Medical Management Plans and medications • Mobile Phones • Emergency Contact lists • Appoint an educator to lead an excursion and be responsible for emergency management procedures. This includes contacting emergency services and the leadership team in an emergency. This person should generally be the Nominated Supervisor or Responsible Person in Day-to-Day Charge of the kindergarten. • Ensure any volunteers or parent helpers attending are not left alone with children.

	• Ensure each child wears a City of Casey name tag with Council contact details while on an excursion or regular outing. The name tag should not display the child's name where it can be seen by the public. • Ensure that children accessing bathroom facilities are assisted or supervised by Educators only. • Ensure the privacy and dignity of children when using public bathroom facilities. • Notify the Team Leader of the group's intention to leave the kindergarten immediately before embarking on an excursion or regular outing. • Notify the Team Leader of the group's return to kindergarten after the outing or excursion. • Immediately enact the <i>Child Missing Procedure</i> if a child cannot be accounted for. • Utilise vehicles with seat belts for the transport of children. • Ensure a staff member or nominated supervisor is present at the service when children get on and off a vehicle. • Each child getting on and off a vehicle at the service is checked against an attendance list, so all children are accounted for. • Make and keep a record that shows: • All children were accounted for, and • The vehicle was checked after children offboarded to confirm no children were left behind on the vehicle. • Display a notice (Attachment 7) at the entrance to the kindergarten on every occasion that an excursion or regular outing occurs indicating: • The children who attend the service are on an excursion or regular outing, • The location of the excursion or regular outing, • The time the children are expected to return to the service, • The telephone number of Kindergarten Programs (9705 5200) • Ensure excursions, regular outings, and service events are planned equitably across the service, providing all children with opportunities to participate.
Parents/Families and service users	• Document their consent or non-consent for their child to leave the service premises for excursions, regular outings and service events. • If consent for an excursion or outing is not provided, families are responsible for arranging alternative care for their child during the excursion or outing. • Where practicable families are encouraged to support their child's return to the kindergarten program after the excursion, where possible. • Ensure all medical information for the child is up to date. • Speak to the educator or Team Leader if required, to support their child's attendance at excursions, regular outings or service events.

5. Legislative requirements

In accordance with the *Children (Education and Care Services National Law Application) Act 2010*, the *Education and Care Services National Regulations 2011* and relevant Child Youth & Family guidelines and procedures, educators are required to maintain authorisation records and associated risk assessments for all planned excursions, regular outings and service events requirements.

Parent authorisation (consent)

Parents, guardians or authorised nominees must provide consent for their child to attend an excursion, a regular outing, or participate in a service event. A child being educated and cared for by the service must not be taken outside the service on an excursion or regular outing unless written authorisation has been provided (regulation 102). Authorisation must be kept in the child's *Child Enrolment Record* for each child enrolled at an education and care service (regulation 161(1)(b)). Authorisation for a regular outing is required to be obtained once in every 12-month period (regulation 102(5)).

Parents or guardians will be provided with specific information about the excursion, regular outings or service event via consent forms and where appropriate for service events.

If a parent does not wish for their child to participate, the educator will discuss with the family to find an agreed compromise or alternative.

6. Risk Assessments

The purpose of a risk assessment is to identify possible risks of harm to children prior to an excursion, regular outings, or service event to ensure risks to children's health, safety and wellbeing are minimised or avoided. The risk assessment must include strategies for minimising and managing the identified risks (regulation 101).

A risk assessment is required for:

- Every excursion and new regular outing.
- A service event where potential risks are identified, e.g. where supervision may be compromised, or the activity includes animals, fire, a vehicle or structure in the children's outdoor environment.

Educators are provided with approved risk assessment templates which clearly outline the purpose and benefits to the children, the plans for adequate adult supervision and how children will be protected from hazards and harm. Additional risk assessments for individual children requiring specific management of medical conditions are required for each planned excursion, regular outing or service event. Educators are required to submit completed risk assessments to their Team Leader for approval at least 14 days before proposed event. Risk assessments are required to be approved by a Team Leader before obtaining parental authorisation.

If the risks are deemed unacceptable and no further controls can be applied to reduce the risks (e.g. very high risk or high risk) the excursion, regular outing or service event must be discussed with the educator's Team Leader and may be considered inappropriate to proceed.

Risk assessment considerations

In addition to the mandatory fields prescribed in the risk assessments, educators must also consider the following:

- The suitability of the planned activities to the ages and developmental stages of the children.
- The management of accidents or incidents that may occur.
- The safety of the environment (e.g. fencing, available parking, safety of play equipment, cleanliness of the environment, roads to be crossed, dangerous items that may be found in the environment).
- Any relevant factors to determine suitable days and times for the excursion or regular outing.
- Factors that may influence adequate supervision of children (e.g. visibility).
- Strategies to address contact with the public/unplanned strangers on route and at the destination.

- Strategies for children to access public bathroom facilities to ensure their privacy is maintained.

Risk assessment review

Risk assessments for each excursion, regular outing or service event should be reviewed and revised:

- Annually.
- If a child's medical condition diagnosis changes.
- When any relevant circumstances change.

A new assessment must be completed when the risk assessment requires significant modifications.

Educators are required to document the date on which each review took place.

Supervision

The Regulations do not require an increase in the number of educators for an excursion. Provision of adequate supervision is considered as part of the risk assessment and additional staff will be considered as required to maintain supervision. An excursion, regular outing or service event will not go ahead if this is not possible. Educators will ensure adequate supervision during an excursion, regular outing or service event in accordance with the *Supervision Guidelines*.

If a child, who should be in the care of the educator cannot be accounted for, they will immediately enact the *Child Missing Procedure*.

Transport

Approved providers must also notify the department via the [NQAITS online portal](#):

- When they start providing or arranging to provide regular transport, and
- When they stop providing or arranging to provide regular transport.

7. Associated guidelines

These guidelines should be read in conjunction with guidelines for:

- Animal Inclusion
- Acceptance and Refusal of Authorisations
- Child Protection
- Delivery and Collection of Children
- Dealing with Medical Conditions
- First Aid
- Incident, Injury, Trauma and Illness
- Supervision of Children
- Weather Protection

8. Attachments

- Attachment 1: Risk Management Matrix
- Attachment 2: Service Event Risk Assessment template
- Attachment 3: Excursion, Outing, Evacuation Risk Assessment template

- Attachment 4: Excursion Consent Form template
- Attachment 5: Regular Outing Consent Form template
- Attachment 7: Service Event Consent Form template
- Attachment 7: Excursion/Outing notice for door template

9. Relevant legislation

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: Regulations 98, 99, 100, 101, 102, 123, 355, 357, 360
- National Quality Standard, Quality Area 1: Educational Program and Practice, Standard 1.1
- National Quality Standard, Quality Area 2: Children's Health and Safety, Standard 2.3
- Early Childhood Legislation Amendment (Child Safety) Bill 2025

10. Monitoring evaluation and review

In order to assess whether the values and purposes of this guideline have been achieved, the City of Casey will:

- As required, seek feedback from those affected by the guideline regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to the guideline.
- Keep the guideline up to date with current legislation, research, policy and best practice.
- Revise the guideline and procedures as part of the service's guideline review cycle, or as required.

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Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742

