

	<b>Policy</b>	
	Service Delivery	
<b>Excursions, Incursions and Regular Outings</b>	<b>SD-OP-2.18</b>	

### Rationale

SDN believes learning is influenced by social and cultural contexts. Excursions, incursions and regular outings are an essential opportunity for children to participate in, learn from, and contribute to their local community. Excursions are also a way to promote children as active participants in their community.

Safety is of the utmost importance when managing excursions, incursions and regular outings and SDN recognises that we have a duty of care during these experiences.

Excursions, incursions and regular outings require careful planning and risk management to ensure the best experience and enjoyment for all. SDN is committed to providing excursions, incursions and regular outings that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

### Scope

This policy, and its associated documents, applies to the entirety of SDN Children’s Services and the entirety of its wholly owned subsidiaries.

This policy applies to SDN Children’s Education and Care Centre’s services and Preschools.

### Policy

The safety, health and wellbeing of children will be carefully considered by conducting a risk assessment for excursions, incursions and regular outings and identifying any potential risks and managing them effectively.

SDN will plan excursions, incursions and regular outings in collaboration with children, families and the wider community if relevant.

SDN will plan excursions, incursions and regular outings to enable the mobility and supervision requirements of children with additional needs.

Excursions, incursions and regular outings will require prior approval from the relevant Service Leader.

All participating children will have a written permission from their parents/authorised nominees.

All parents, guardians and authorised nominees volunteering to assist on excursions and regular outings will be required to have a valid Working with Children Check number or Working with Vulnerable People Registration. Please note this does not include incursions.

All relevant legislation and regulations will be adhered to.

<b>Approved by</b> Senior Leadership Team	<b>Approval Date</b> October 2020	<b>Review Date</b> October 2024	<b>Page</b> 1 of 2
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## Related SDN Documents

### Policies

- GI-HLP-1.07: Providing a Child Safe Environment
- SD-HLP-2.03: Educational Program and Practice
- SD-OP-2.05: Supervision of Children
- SD-OP-2.08: Acceptance and Refusal of Authorisations
- SD-OP-2.14: Children with Medical Conditions and Illness
- SD-OP-2.16: Sun Protection
- SD-OP-2.17: Water Safety

### Procedure

- SD-PRO-2.18-01: Excursions, Incursions and Regular Outings

### Forms/Templates

- SD-FRM-2.18-01-01: Excursion/Incursion/Regular Outing Permission Form

## Relevant Legislation/Regulations

- Work Health and Safety Act 2011
- Education and Care Services National Law Act 2010, section 167
- Education and Care Services National Regulations 2011, regulations 99-to 102 and 168(2)(g)
  - Schedule 1: National Quality Standard, standard 2.3, elements 2.3.1 and 2.3.2
- NSW Anti-Discrimination Act 1977
- ACT Discrimination Act 1991

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