

	Policy	
	Service Delivery	
Excursions, Incursions and Regular Outings	SD-OP-2.18	

Rationale

SDN believes learning is influenced by social and cultural contexts. Excursions, incursions and regular outings are an essential opportunity for children to actively participate in, learn from, and contribute to their local 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.

During excursions, incursions and regular outings careful planning and risk management is used to ensure the health, safety and wellbeing of children is considered 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.

Key Terms

Excursion

An excursion is a planned outing organised by an Education and Care Centre service or Preschool to a planned destination outside the service premises. An excursion does not include the following:

- the provision of the same education and care services at different education and care service premises

Incursion

An incursion is a planned visit by an organisation or individual to an Education and Care Centre service or Preschool.

Regular Outing

A regular outing is a trip to and from the same destination outside the Education and Care Centre service or Preschool frequently. These outings occur regularly, follow the same route and take place at the same location each time (eg. local library, park, or aged care facility).

Minor/legislative amendment or modification history	Details:		
March 2026	Added a description of what an excursion is and is not. Added a description of what an incursion and regular outing are.		
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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 Operations Manager.

All participating children will have 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, and to have completed the mandatory national child safety training (ACT and NSW) and the mandatory Child Protection training (ACT). Please note this does not include incursions.

All relevant legislation and regulations will be adhered to.

Related SDN Documents

Policies

- GI-HLP-1.07: Providing Access to Child Safe Physical and Online Environments
- 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: UV (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 Reg Outing Permission Form
- SD-FRM-2.18-01-02: Transport Headcount Check
- SD-FRM-2.18-01-03: Excursion Headcount Checklist

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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: Regulation 4 (1) (a) (i and ii)

National Quality Standard, standard 2.2, elements 2.2.1

- NSW Anti-Discrimination Act 1977
- ACT Discrimination Act 1991

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