

1. Purpose

This policy and procedure explains how Affinity Education Group (Affinity) safely plans and conducts excursions and regular outings for children. It outlines the approach to excursions, focusing on children's safety, wellbeing and consistent practice across all services, while supporting opportunities for children to learn and connect with their community.

This policy and procedure supports Affinity's responsibilities under the Education and Care Services National Law and the Education and Care Services National Regulations, including requirements for risk assessments, supervision and authorisation for excursions.

2. Scope

This policy and procedure applies to all staff, students, volunteers, contractors and families across Affinity services when planning, approving, or participating in excursions or regular outings.

This policy and procedure must be read together with:

- [POL3-P4 Risk Assessment Procedure](#) and [POL2-P25 Supervision Procedure](#) – when planning and maintaining adequate supervision of children during excursions and outings;
- [POL2-P30 Transport Children in Vehicles Policy and Procedure](#) – when children are transported as part of an excursion;
- [POL2-P5 Child Safety and Protection Procedure](#) – to ensure all child safety and protection measures are adequately considered and implemented
- [Promapp process 3.6.24 Plan and Conduct Excursions](#) – when completing the detailed steps for planning, risk assessment and delivery of excursions.

3. Definitions

The following definitions support consistent understanding of the terms used in this policy and procedure.

Term	Definition
Regular Outing	A walk, drive or trip to and from a destination: (a) that the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are the same on each outing.
Excursion	An outing organised by a centre but does not include an outing organised by an education and care service provided on a school site if: (a) the child or children leave the education and care service premises in the company of an educator; and (b) the child or children do not leave the school site.
Authorisations	Family authorisations are formal, documented permissions provided by a parent or family member

4. Guiding principles

At Affinity, we believe that child safety is everyone's responsibility. We are committed to upholding the safety, rights and wellbeing of all children and promote a culture of child safety with a zero-tolerance approach to child abuse and harm.

Affinity ensures the Paramountcy Principle is applied in all aspects of our work. All decisions and actions relate to the operation and delivery of education and care services must prioritise children's safety, rights and best interests above all other considerations.

The following principles guide how excursions and regular outings are planned and delivered across all services:

- **Child safety comes first** – Excursions are planned and delivered in a way that protects children from harm and supports their health and wellbeing at all times.
- **Learning through real-world experiences** – Excursions and regular outings support children to explore, learn and build connections with their community.
- **Risks are understood and managed** – Potential risks are identified, assessed and managed so children can safely take part in meaningful experiences.
- **Everyone is responsible** – All adults involved understand their role and actively support children's safety and supervision.
- **Families are informed and provide authorisation** – Families receive clear, accurate information about excursions or regular outings and provide consent before children attend.
- **Inclusive and responsive practice** – Planning considers each child's age, needs, abilities and circumstances to ensure all children can safely participate.

These principles underpin all actions described in this policy and procedure and guides professional judgement when decisions are required.

4.1. Active supervision approach

This policy and procedure is guided by an active supervision approach, which supports children's safety through continuous awareness and educator presence.

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Active supervision means Educators are aware of where children are, what they are doing and how risks may change in the moment. Educators position themselves to see and hear children, move with children through environments, activities and transitions, and adjust supervision as risks change. They remain alert and respond promptly when risks increase.

Through active supervision, Educators support children to participate safely during excursions and regular outings. Supervision balances children's safety with their dignity, privacy, age-appropriate independence, and this is adjusted based on children's needs, abilities and risk level. Active supervision is a key control for maintaining a child-safe environment and underpins all expectations outlined in this procedure. The detailed expectations and application of supervision are set out in the [POL2-P25 Supervision Procedure](#).

4.2. Risk awareness and assessment approach

This policy and procedure is guided by a risk awareness and assessment approach, to supports planning, prevention and consistent decision-making for excursions and regular outings.

Some risks are expected, ongoing or higher risk, and need planned control measures rather than relying on supervision alone. Risks are identified, assessed and managed to reduce the likelihood or impact of harm. Risk assessments are completed and reviewed in line with the [POL3-P4 Risk Assessment Procedure](#). They must be kept up to date and reviewed when circumstances change in a way that may affect risk.

This approach supports safe excursions and regular outings by ensuring risks are understood and managed early, especially when there are changes to the environment, activities or children's needs.

5. Procedures

These procedures describe the requirements that support safe, consistent and compliant practice, with detailed step-by-step guidance available in [Promapp process 3.6.24 Plan and Conduct Excursions](#).

5.1. Planning the activity

Ensure each experience is appropriately planned, classified and documented so that risks are understood and the experience can be delivered safely and as intended.

This means the Lead Educator identifies early whether the experience is a regular outing or an excursion and prepares all required documentation before the it is submitted for approval.

Experiences must be purposeful and planned as part of the educational program, in line with [POL1-P1 Pedagogy and Practice Procedure](#), and support children's learning, development and connection to their community.

Experiences involving children under 12 months are not recommended due to the higher level of risk and supervision required. When inclusion is considered, it must be managed as an exception with additional controls and approval.

All planning and risk assessment must be documented in the Excursion Pack and reflect the activity as it will occur before submission for approval.

Classification and risk assessment

Experiences must be classified as either a regular outing or an excursion using the defined criteria and to identify the corresponding risk assessment requirements. All criteria must be considered together when determining classification.

Criteria	Regular outing	Excursion
Frequency	Occurs on a recurring basis (e.g. daily or weekly)	Happens once or not often or each school holidays
Location	Same or similar location each time	Familiar location or new/different place
Distance and travel	Short distance, no transport required (eg. walking within the local area or car park activity)	May be short distance/no transport required or Longer distance/transport required
Risk profile	Risks are known and consistent	Risks are new, higher or less predictable
Complexity	Simple to organise with usual processes	More planning, coordination or supervision needed
Risk Assessment	Risk assessment may be reused for up to 12 months where circumstances remain consistent and must be reviewed and updated when conditions change.	Activity-specific risk assessment required for each excursion.
Updates to risk assessment	Non-material updates (e.g. changes to participating children or Educators) may be made where risk remains unchanged and must be approved as set out in Section 5.3 Preparing for an excursion or regular outing.	Updates require reassessment and re-approval

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When factors such as increased risk, unfamiliarity, distance, transport or complexity are present, the experience must be treated as an excursion. Risk assessments must reflect the activity, location, children attending and conditions, and must be current before approval is sought.

Excursion and Regular Outing Pack (Excursion Pack)

The Excursion Pack is the complete set of documents and supporting information required to plan, assess and prepare for an excursion or regular outing.

Parts of the Excursion Pack must be completed before the experience proceeds for review and submission for approval:

- [FRM 2-D11 Excursion Planning and Learning Intent Form](#) - used to explain the purpose of the experience, how it supports children's learning and development, and how it aligns with the educational program;
- [FRM 2-F12 Excursion Plan and Risk Assessment](#) - used to plan the experience, assess risks, and record control measures;

Additional forms to complete and compiled together throughout the lifecycle including:

- [FRM 2-F13 Excursion Authorisation Form](#) - used to provide experience details to families and obtain required authorisation;
- [FRM 2-D9 Excursion Checklist](#) – used on day of experience to confirm that all planning and preparation requirements have been met and that the experience can proceed safely;
- [FRM2-F70 Record of Embarking](#) and [FRM2-F71 Record of Disembarking](#) (when transport is required) - used to document embarking and disembarking from a vehicle;
- [FRM2 – D19 Excursion Head Count Form](#) – used to document headcount leaving and returning to the centre;
- [FRM2-D10 Excursion Evaluation Form](#) - used to evaluate the excursion or regular outing after it takes place;

All documents must be current, complete and reflect the planned experience.

Key actions

Lead Educator must:

- determine whether the experience is a regular outing or an excursion using the classification criteria;
- visit the location prior to completing the excursion plan and risk assessment to see for yourself, the potential hazards and risks in the environment. If the location has a website, view this too as it may provide information on safety for visiting groups.
- complete the Excursion Pack, ensuring all required documentation and risk assessments are included; and
- ensure documentation is accurate, current and reflects the proposed experience.

Exception – inclusion of children under 12 months

Experiences involving children under 12 months are not recommended due to the higher level of risk and supervision required. When inclusion is considered, it must be managed as an exception with additional controls and approval.

In addition to the standard requirements of the Excursion Pack the Lead Educator must also:

- complete a targeted risk assessment specific to the experience and the children;
- demonstrate a clear benefit that cannot be achieved within the service environment;
- confirm that supervision can be maintained in practice;
- include a plan for feeding, settling and rest;
- identify and manage environmental risks; and
- consider risks collectively to determine whether the activity can proceed safely.

Escalation and support

When the experience cannot be appropriately classified, planned or risk assessed, it must not proceed and guidance must be sought from the Centre Manager or Nominated Supervisor.

5.2. Approval of the activity

Ensure each Excursion Pack is reviewed and approved before the experience proceeds.

Approval Criteria and Key Considerations

Approval of an excursion is based on a review of the completed **Excursion Pack**, including the risk assessment and supporting documentation, to confirm the activity is appropriate, safe, and aligns with organisational, educational, and regulatory requirements.

Approval may be granted when:

- the purpose of the experience supports children's learning, wellbeing and development;
- the experience aligns with the educational program;
- the risk assessment is complete, current and accurately reflects the proposed experience;
- hazards and risks have been identified and effective control measures are documented;
- supervision arrangements are practical and can be maintained throughout the experience;

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- staffing levels and educator-to-child ratios are appropriate for the activity and participating children;
- the experience is suitable for the age, developmental needs and capabilities of the children attending;
- all planning, preparation, authorisations and documentation requirements have been completed; and
- the activity can be conducted safely and in accordance with Affinity policies, procedures and regulatory requirements.

Approval must not be granted where these criteria are not met.

Additional Approval Requirements

The following requirements must also be satisfied before approval is granted:

- **Responsible Person** - A designated Responsible Person must attend every excursion.
- **Qualified Educator** - At least one attending educator must hold, as a minimum, an approved Diploma-level qualification.
- **Child Group Sizes**
 - Child group sizes should not exceed the maximum number of children that can be supervised by one educator while maintaining regulatory ratios and effective supervision.
 - Any proposed group size that exceeds these limits must be clearly documented, justified and approved within the Excursion Pack and Risk Assessment.
- **Enhanced Staffing Requirements**
 - For excursions that involve children leaving the service perimeter, staffing must exceed the minimum regulatory ratio by at least two additional Affinity educators.
 - This ensures no educator is ever left alone with children; supervision can be maintained if an educator is required to respond to an incident, injury or emergency; and adequate resources are available to manage unforeseen circumstances.
- **Volunteers**
 - Volunteers may attend excursions in accordance with the [POL 2-P28 External Visitor Procedure](#). A minimum of two Affinity educators must be present on every excursion at all times.
 - Volunteers may be included as additional adult attendees to support supervision arrangements but must not replace the requirement for Affinity educators to provide care, supervision and management of the excursion.
 - Must abide by [POL 2-P33 Safe Use of Digital Technologies - Electronic Devices](#) for any personal devices

Key actions

Approval is obtained before the activity proceeds, based on a completed and reviewed Excursion Pack, and follows the defined approval pathway.

- Centre Manager must:
 - review the Excursion Pack and confirm it meets organisational criteria and approval requirements; and
 - provide sign-off and submit the Excursion Pack to the Regional Manager
- Regional Manager must:
 - review the Excursion Pack and provide sign-off;
 - present the experience for consultation at the Operational Hub Meeting; and
 - communicate outcomes when the experience is not endorsed, requires revision or additional information.
- Operations Hub (Education, Quality, Human Resources and Operations Business Partners)
 - provide advice and recommendations on Excursion Pack
 - consult on the experience for approval
- Director of Operations must:
 - consider endorsed activities; and
 - provide final approval before the experience proceeds.
- Regional Manager must:
 - communicate the final approval outcome following the Director of Operations decision;
 - ensure the approved Excursion Pack is stored in the appropriate system or library.
- Centre Manager must:
 - ensure a copy of the approved Excursion Pack is retained and accessible at the service.

Escalation and support

When an activity is not endorsed, not approved or requires further development, the Centre Manager must:

- communicate the outcome to the Lead Educator
- return the documentation with clear feedback (where applicable)
- support review and revision prior to resubmission
- determine whether the experience remains appropriate or should be cancelled

When clarification is required regarding approval requirements or processes, the Centre Manager must seek guidance from the Regional Manager and support the Lead Educator to follow the correct approval pathway.

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5.3. Preparing for an excursion or regular outing

Ensure all arrangements are in place so excursions and regular outings are ready to proceed safely and as planned.

This means all arrangements are completed before the activity takes place so that families, children and Educators have the information and support they need. It confirms that authorisation is in place, Educators are briefed, and supervision, equipment and documentation align with the approved Excursion Pack so the activity can proceed safely and as planned.

Key actions

- the Lead Educator must:
 - complete the following before the activity, including:
 - **family communication and authorisation** - issuing the authorisation form [FRM 2-F13 Excursion Authorisation Form](#), informing families and supporting understanding of the activity and their child's participation;
 - **preparing children** - supporting understanding, participation and safety; A [FRM 3-F1c Risk Assessment and Management Tool – Child Led](#) can be used to engage children in their safety and understanding of risks
 - **staff readiness** - briefing Educators on the activity, supervision, risks and their responsibilities including completing **Excursion Safety** in the Learning Hub for all Educators attending (and then annually thereafter for regular outings)
 - **final preparation confirmation** - ensuring required items, equipment and emergency supplies are available and suitable.
- the Centre Manager / Nominated Supervisor must:
 - **family communication and authorisation:**
 - ensure valid written authorisation is obtained for each child before participation using [FRM 2-F13 Excursion Authorisation Form](#); and
 - confirm authorisation is provided by a parent or authorised nominee.
 - **final preparation confirmation:**
 - confirm staffing, supervision and ratios align with the approved Excursion Pack and the [POL2-P25 Supervision Procedure](#);
 - confirm the experience can be delivered safely and in line with the approved Excursion Pack and the [POL3-P4 Risk Assessment Procedure](#).
 - [FRM 2-D9 Excursion Checklist](#) – ensure on the day of/day prior of the experience the checklist is completed to confirm that all planning and preparation requirements have been met and that the activity can proceed safely;

Specific requirements – regular outings

When preparing for a regular outing, Lead Educator must:

- ensure the risk assessment is current and reflects the regular outing;
- review the risk assessment prior to each regular outing; and
- confirm details, including participating children, Educators and conditions are accurate.

When risk assessment does not reflect the current activity, it must be updated prior to the regular outing taking place.

- **Non-material updates** - changes which do not alter the level or type of risk and can include changes to the participating children or Educators. Before the regular outing non-material changes must be made to the risk assessment and require:
 - sign-off from the Centre Manager; and
 - approval from the Regional Manager.
- **Material updates** – changes that alter the level or type or risk identified require:
 - require reassessment of the activity; and
 - re-approval of the risk assessment in line with **5.2 Approval of the activity** before proceeding.

Escalation and support

When valid authorisation has not been received, the child must not participate in the excursion or regular outing.

When preparation is not complete or is inaccurate, the Centre Manager/Nominated Supervisor must ensure the excursion or regular outing does not proceed.

When required items, equipment or emergency supplies are missing or not suitable, the Lead Educator must resolve the issue before the activity proceeds and inform the Centre Manager if it cannot be resolved.

When children need additional support to participate safely, the Lead Educator must adjust preparation and support to meet their needs.

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5.4. Conducting the excursion or regular outing

Ensure children are actively supervised and safely supported during excursions and regular outings, and that incidents or emergencies are responded to immediately to maintain children's safety and wellbeing.

This means supervision is maintained throughout the experience so Educators know where children are, what they are doing and can respond to changing risks and conditions. Incidents and emergencies are recognised and responded to immediately, with children's safety prioritised at all times. Supervision is delivered in line with [POL2-P25 Supervision Procedure](#), and incidents and emergencies are managed in line with [POL2-P24 Incident, Injury, Trauma and Illness inc hospitalisation and death Procedure](#).

Key actions

- the Lead Educator must:
 - maintain oversight of supervision throughout the activity in line with the [POL2-P25 Supervision Procedure](#);
 - account for all children at regular intervals and during key transitions using [FRM2 – D19 Excursion Head Count Form](#), including travel including [FRM2-F70 Record of Embarking](#) and [FRM2-F71 Record of Disembarking](#) (when transport is required)
 - the responsible person takes the Service approved mobile phone/device on the excursion, ensuring the mobile phone is charged and in working order
 - confirm Educators understand and carry out their supervision responsibilities;
 - monitor the environment and respond to changes in risks and conditions;
 - adjust supervision arrangements in response to changes in the activity, environment or children's needs;
 - respond to incidents and emergencies immediately in line with the [POL2-P24 Incident, Injury, Trauma and Illness inc hospitalisation and death Procedure](#);
 - act immediately on safety concerns; and
 - communicate incidents and concerns and complete required documentation in line with the [POL2-P24 Incident, Injury, Trauma and Illness inc hospitalisation and death Procedure](#).
- the Centre Manager / Nominated Supervisor must:
 - provide direction and make decisions during incidents or emergencies, including communication with families and, when required, external services;
 - determine when the activity can no longer be conducted safely and must be changed or ceased; and
 - maintain oversight of service operations, ensuring supervision, ratios and regulatory requirements continue to be met for children remaining at the service.

Escalation and support

When supervision cannot be maintained in line with requirements, immediate action must be taken to maintain children's safety, including adjusting supervision arrangements or ceasing the activity where required.

When a child cannot be accounted for, immediate action must be taken to locate the child and escalate without delay in line with the [POL2-P24 Incident, Injury, Trauma and Illness inc hospitalisation and death Procedure](#).

When an incident or emergency occurs, the Lead Educator must act immediately to ensure children's safety and escalate to the Centre Manager without delay.

When safety concerns cannot be resolved, the activity must be ceased and further direction sought from the Centre Manager or Regional Manager.

5.5. Evaluation of the experience

Ensure excursions and regular outings are evaluated to support children's learning, review safety and risk management, and inform continuous improvement in practice.

Key expectations

Evaluation is completed after each excursion or regular outing and used to inform children's learning, improve safety and supervision, and strengthen future planning. Evaluation considers children's experiences and learning, safety and supervision, planning and organisation, and any incidents, risks or issues that occurred.

Key actions

- the Lead Educator must:
 - complete [FRM2-D10 Excursion Evaluation Form](#) after each excursion or regular outing;
 - involve children in reflecting on the experience to support learning and future planning and gather feedback from other Educators;
 - review risks, incidents and any issues that occurred;

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- identify improvements to inform future planning and practice; and
 - ensure evaluation outcomes are documented and included in the Excursion Pack as part of close out.
- the Centre Manager / Nominated Supervisor must:
 - review evaluation outcomes to inform ongoing quality and safety oversight;
 - confirm identified improvements are addressed in future planning and practice; and
 - direct action where risks or issues require follow-up in line with service requirements.

6. Roles and responsibilities summary

The following table provides a summary of role responsibilities that align with the procedures and Promapp processes referenced.

Role	Responsibilities
Lead Educator	- Plan and classify excursions and regular outings. - Complete the Excursion Pack and required risk assessments. - Prepare children and educators for the activity. - Confirm readiness requirements have been met before the activity. - Maintain active supervision and respond to incidents or emergencies. - Complete the post-activity evaluation and identify improvements.
Centre Manager / Nominated Supervisor	- Review the Excursion Pack for completeness and compliance. - Confirm authorisations, staffing and supervision arrangements are in place. - Submit documentation through the approval pathway. - Support decision-making during incidents or emergencies. - Review evaluation outcomes and support continuous improvement.
Regional Manager	- Review the Excursion Pack and provide sign-off. - Support services with planning and risk management. - Present activities for endorsement through the approval process. - Communicate approval outcomes - Approve non-material updates to approved regular outing risk assessments.
Operations Hub	- Review Excursion Packs. - Provide advice and recommendations. - Consult on activities for final approval.
Director of Operations	- Review endorsed Excursion Packs. - Provide final approval before an excursion or regular outing proceeds.
Educators	- Follow briefing instructions and assigned responsibilities. - Maintain active supervision throughout the activity. - Support children's safety, wellbeing and participation. - Assist with monitoring risks and responding to changing conditions.
Families	- Provide required authorisations before participation. - Share information relevant to their child's safe participation in the activity.

7. Related legislation and internal documents

The following legislation, regulations and internal documents inform and support this policy and procedure, ensuring compliance with legal requirements and consistent implementation.

Legislation	Education and Care Services National Regulations 2011 Education and Care Services National Regulations WA 2012	United Nations Convention on the Rights of the Child Early Childhood Australia Code of Ethics
Policy/Procedure, Process	POL1-P1 Pedagogy and Practice Procedure POL2-P25 Supervision Procedure POL2-P24 Incident, Injury, Trauma and Illness inc hospitalisation and death Procedure POL2-P30 Transport Children in Vehicles Policy and Procedure POL3-P4 Risk Assessment Procedure Promapp process 3.6.24 Plan and Conduct Excursions	
Supporting documents	FRM 2-F12 Excursion Plan and Risk Assessment FRM 2-F13 Excursion Authorisation Form FRM 2-F11 Travel to Education Service Authorisation Form FRM 2-D9 Excursion Checklist FRM2-D10 Excursion Evaluation Form	

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Learning resources	AEG 360 Excursion Safety Program	
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8. Version history

The version history table below records updates to this document, including approval dates and a summary of changes made.

Version Control	Date	Author	Description of Change
1	Oct 2013	AEG	Update ECSNR
1.2	Jan 2015	AEG	Update ECSNR
V10.15	Oct 2015	AEG	Major review and update
V4.16	Apr 2016	AEG	Merge with transport
V10.16	Oct 2016	AEG	Added new related forms
V10.17	Oct 2017	AEG	Amendment ratio 1:15
V3.18	Mar 2018	AEG	Revision
V1.19	Jan 2019	AEG	Minor update
V1.20	Jan 2020	AEG	Scheduled review
V2.20	Feb 2020	AEG	Induction and second check system
V9.20	Sept 2020	AEG	Separated transport
V7.21	July 2021	AEG	Refined linked processes and supervision strategies
V6.22	June 2022	AEG	Pre-requisite and approval process, walking excursion
V3.23	Mar 2023	AEG	Minor update
V6.23	June 2023	AEG	Clarified risk assessment and authorisation requirements
V11.23	Nov 2023	AEG	RACI table and reference added
V7.24	Jul 2024	AEG	Scheduled review
V7.25	July 2025	AEG	Scheduled review, links updated, updates to pre-requisites
V12	Sept 2026	AEG	Scheduled review. Update to refreshed policy structure. Redevelopment of process to reflect best practice for relaunch, ensure alignment with ACECQA guidance including update to title from Excursions Procedure to Excursions Policy and Procedure.

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