



Excursions and Transportation of Children

REVIEW DATE 05/09/2025

Introduction

Excursions are a valuable experience for children, families and early educators.

Excursions provide the opportunity to expand and enhance children's experiences, learn and acknowledge country, explore different environments and engage in meaningful ways with their communities.

Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all.

Our preschool is committed to providing excursions (including transportation) that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

Goals – What are we going to do?

We will:

- Make excursions a part of the preschool program;
- Plan for excursions with careful consideration of the health, safety and wellbeing of children and adults;
- Carry out excursions only where full documentation and permissions have been completed and obtained;
- Undertake full risk assessments, consideration of the value of educational excursions, and plan for first aid requirements.

Strategies - How will it be done?

Planning and Preparations

All excursions will be planned in advance to:

- maximise both children's developmental experiences and their safety;
- reflect the age, capacity and interests of the children;
- ensure proper supervision and safety, and
- are conducted with fully informed written parental permission.

When planning for an excursion/transportation, staff will consider:

- Book transport, venues;
- Arrange supervision that is adequate for all transitions, venues and transportation;
- Visit the site to assess for hazardous equipment and environments;
- Plan for adequate access to food, drink and other facilities (toilets, handwashing or hand sanitiser available, etc.);
- Consider factors impacting individual children's needs, including but not restricted to, accessibility and supervision requirements;
- Ensure adequate shade and sun protection is available.
- Conduct a Risk Assessment for the excursion and an additional risk assessment if the excursion involves transportation of children;
- Make alternative arrangements for adverse weather conditions;
- Provide parents or legal guardians with an excursion permission form to complete authorising their child to participate in the excursion. Include an Authority to Transport their child if applicable;
- Include details of the excursion including destination, transportation, objectives and outcomes, the availability of a Risk Assessment and what the child should bring, ratios of educators to children, which educators hold current first aid certification (on excursion note);
- Collect completed authorisation forms for each child attending;
- Request additional adult participation on the excursion/transportation where required;
- Arrange for a suitably equipped first aid kit (including EpiPen and asthma pump), mobile phone and supplies for children's comfort and wellbeing to be taken on the excursion/transportation.
- Make alternate arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.

Excursion Risk Assessment

The Nominated Supervisor will:

Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion, and will specify how the service will manage any risks identified. Once a risk is identified, it is categorised as high, moderate or low and management of risks will be detailed. A separate transport risk assessment will be conducted if vehicular transportation is required.

The risk assessment conducted will consider:

- destination and duration of the excursion;
- potential environmental hazards, including any hazard associated with water hazards or water-based activities;
- protection from potential hazards to children's health, safety and wellbeing;
- number of educators, responsible persons, and children involved;
- proposed activities; and
- items to be taken on the excursion e.g. first aid kit, mobile phone, emergency contact numbers, etc.

If the excursion is a regular outing over a 12-month period, a risk assessment will only be carried out once, provided the circumstances of each outing and transportation are substantially the same.

Transportation Risk Assessment

A transport risk assessment will always be conducted before our service transports a child/children to evaluate risks each time transportation is used (unless the outing is a regular outing).

The Nominated Supervisor will ensure that the risk assessment identifies and assesses the risk the transport may pose to the safety, health and wellbeing of any child whilst using the transport, and will specify how the service will manage any risks identified.

Once risks have been identified, they will be categorised as high, moderate or low and management of the risks will be detailed.

Educators and any responsible adults using the transport are aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (Regulation 97(a)) and are aware of the risk assessment for the transport.

Before using the transport, risks are checked including the weather, to assess any increases to the level of risk and whether the transport can proceed.

A procedure for each route of travel will be created in line with the risk assessment and will outline specific educator responsibilities, including the use of strollers and safety restraints.

The Risk Assessment conducted will consider:

- The proposed route and duration of the transportation, including estimated time of travel between different locations;
- Each of the proposed pick-up locations and destination;
- The means of transport;
- The purpose of the transport;
- Any requirements for seatbelts or safety restraints under the law of each jurisdiction in which the children are being transported;
- Any water hazards on the proposed route travelled and at each stop;
- Number of adults and children involved in the transportation;
- Given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required;
- Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported);
- The process for entering and exiting the education and care service premises and the pick-up location or destination (as required);
- Procedures for embarking and disembarking the vehicle, including how each child is to be accounted for on embarking and disembarking;
- Strategies for accounting for all children using the transportation, particularly during embarking and disembarking the vehicle.

Authorisation for Excursions/Transportation of Children

Authorisation for a child to be transported is given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child. The authorisation will include:

- The child's name.
- The reason for the excursion and why transportation is required.
- If it is for a regular outing, a description of when the child is to be transported/attend the outing.
- If the authorisation is not for a regular outing, the date of the excursion/transportation.
- A description of the proposed pick-up location and destination.

- The means of transport.
- The period of time during which the child is to be transported and/or at the venue.
- The anticipated number of children likely to be transported and/or on the excursion.
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation/excursion.
- Requirements for seatbelts or safety restraints under a law.
- That a risk assessment has been prepared and is available at the preschool.
- That written policies and procedures for transporting children are available at the preschool.

Staffing Arrangements

- Educators supervising children will be no less than the number prescribed in the Education and Care Services National Regulations, and depending on the supervision requirements, may need to be higher to ensure adequate supervision.
- The number of educators will also be adequate to supervise any responsible adults who volunteer to assist with the transportation/excursion.
- Consideration will be given to the number of educators who have required first aid qualifications and the number of educators required to educate and care for children who remain at the service.
- Where a group of children are taken on the excursion or regular outing, while a number of children remain at the service, at least one educator who holds the following qualifications must be in attendance at both the excursion/transportation and at the service where children are being educated and cared for, and must be immediately available in an emergency. At least one staff member or one nominated supervisor of the service who:
 - ▶ Has undertaken current approved anaphylaxis management training;
 - ▶ Has undertaken approved emergency asthma management training (regulation 136(1)).
- All educators attending the transportation will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency [Regulation 97(a)] and are aware of the risk assessment for the transportation.
- Where an educator assumes responsibility for driving the bus (and holds the relevant driving licence to drive) they are not to be included in the ratio requirements.

Families and Volunteers

- Families will be encouraged to participate in transportation to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children.
- Families and volunteers cannot be counted in order to meet ratio requirements under the Education and Care Services National Regulations.
- Family members wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service. If the responsible adult needs to bring their child's sibling because they cannot find suitable care, the responsibility provided to this adult will be adjusted accordingly and considered in the risk assessment.
- Family members/volunteers will not be left in sole charge of children (including their children) and must be supervised by an educator at all times – including taking any children to the toilet.
- All responsible adults attending the transportation/excursion will be made aware of the preschool's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97(a)) and are aware of the risk assessment for the transportation.

Conducting the Excursion/Transportation

All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A list of children on the excursion/being transported will be left at the service and a copy carried in the first aid pack.

Before leaving on the excursion, a notice will be prominently displayed at the service which includes:

- itinerary and timetable; and
- mobile contact phone number.

Items to be readily available when transporting children and on excursions include:

- a suitable stocked first-aid kit including EpiPen and asthma inhaler;
- a mobile phone;
- a list of adults and emergency contact numbers for each;
- a list of children involved including children's contact details, emergency contact numbers and the child's registered medical practitioner or medical service;
- medication (if required), healthcare plans and individual risk assessments
- other items as required e.g. sunscreen, drinking cups, hats, jackets, hygiene products, etc.

If a child is lost on an excursion, we will always leave a staff member behind to search, while the other group leaders escort the children back.

Roles and Responsibilities

Role	Authority/Responsibility For
<p>Nominated Supervisor / Responsible Person</p>	<ul style="list-style-type: none"> ● Taking steps to ensure the health, safety and wellbeing of children on excursions or when being transported by or on transport arranged by, the service. ● Ensuring that any child being educated and cared for by the service does not attend an excursion/will not be transported by the service or in transportation arranged by the service unless written authorisation has been given. ● Allocating educators to attend excursions/transportation of children who understand and are confident with, the transport risk assessment and any associated policies and procedures. ● Ensuring items to be taken on excursions/transportation are well stocked and in date, including emergency medication. ● Only using/fitting child restraints in accordance with the National Child Restraint Laws and the mandatory standard AS/NZS 1754 Child Restraint Systems for use in motor vehicles. ● Ensuring that the transportation means meets all safety requirements for the transport of children, insurances, including approved child restraints, fire extinguishers and emergency exits. ● Ensuring that sufficient educators are in attendance on the excursions/transportation to meet the Education and Care Services National Laws, Regulations and supervision requirements across the service. The transport operator/driver will not be included in this ratio. ● Ensuring that any chartered transport companies provide evidence of the operators WWCC and that this is verified before the use of the transportation. ● Lead discussions to reflect on the risk assessments associated with excursions/transport to address and refine any management and control measures.

Role	Authority/Responsibility For
Early Childhood Educators	<ul style="list-style-type: none"> ● Taking steps to ensure the health, safety and wellbeing of children on excursions and when being transported by or on transport arranged by the service. ● Following all service policies, procedures and risk assessments in relation to excursions/transportation and child protection. ● Conduct and document regular headcounts as detailed in the excursion/transport risk assessment. ● Remaining responsible for all children on the excursion/being transported and providing particularly close attention to any children in their assigned group. ● Promoting a safe and secure excursion/transportation journey for children, engaging in meaningful interactions throughout. ● Maintaining items that are taken on transportation in a neat and organised fashion. Notify the responsible person of any items that need replacing and ensure the items are returned to their designated space at the conclusion of the excursion/transportation, ready for their next use. ● Communicating clearly and regularly with other staff before and during the excursion/transportation to keep children safe and implement any risk minimisation strategies. ● Ensuring relevant medical plans, risk assessments, medication and contact details for each child attending the excursion/transportation are readily available. ● Ensuring that no child is ever left unsupervised throughout the excursion/transportation. ● Ensuring that all safety restraints are used correctly before and during transportation. ● Removing children who are in wheelchairs/strollers first, ensuring its brakes are on, before assisting other children. This is always to occur on the side of the vehicle away from traffic and, wherever possible, in a position where road crossing is not required. ● Having their current driver's licence with them at all times, if driving. ● Not using their mobile phones while directly responsible for children, other than for the purposes of the excursion/transportation, including documentation or in an emergency. ● Implementing road safety activities and messages with children across the service program. ● Role modelling road safety practices at all times.

Role	Authority/Responsibility For
Families	<ul style="list-style-type: none"> ● Nominating on their child's enrolment record, any persons having authority to authorise excursions/transportation of their child. ● Notifying the service of their child's absence, or any changes to authorisation. ● Reading, completing and returning authorisations for excursions/transportation in a timely manner and retaining the information section for their reference in preparing their child for the excursion/transportation. ● Role modelling road safety practices, including holding their child's hand when arriving and departing the service. ● Never leaving a child unattended in a vehicle while delivering or collecting other children from the service. ● Using and fitting correct child restraints. ● If volunteering, families will never be left in the company of children unsupervised.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R.172 of the Education and Care Services National Regulations, the preschool will ensure that families of children enrolled at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to their enrolled child; the family's ability to utilise the service; the fees charged or the way in which fees are collected.

Related Guidelines, Standards and Frameworks

- ▶ 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 2.2

Resources/Useful Links

- ▶ ACECQA Risk Assessment Template for Transporting Children (other than as part of an excursion):
www.acecqa.gov.au/search?s=Risk%20assessment%20template%20for%20transporting%20children&f%5B0%5D=bundle%3Adocument
- ▶ ACECQA Risk Assessment Template for Excursions: www.acecqa.gov.au/media/22736
- ▶ Kids and Traffic - Road Safety and Excursions: www.kidsandtraffic.mq.edu.au/wp-content/uploads/Road-safety-and-excursion-guidelines-2020.pdf
- ▶ Kids and Traffic – Developing a road safety education policy: www.kidsandtraffic.mq.edu.au/wp-content/uploads/Developing-a-road-safety-education-policy1.pdf
- ▶ NSW Government Driver Consent Form: www.rms.nsw.gov.au/documents/about/forms/45065519-consent-licence-demerit-point-check-hvosip.pdf
- ▶ NSW Government Road Users' Handbook: www.rms.nsw.gov.au/documents/roads/licence/road_users_handbook-english.pdf
- ▶ ABC Kids Crossing the Road song: <https://youtu.be/CSjbCjErfO0>

Related Legislation

Education and Care Services
National Law Act 2010

Education and Care Services
National Regulations:
Regulations 98, 99, 100, 101,
102 (4), 102 D(4), 123, 161 (1)(2),
357

Work Health and Safety (WHS)
Act 2011

Work Health and Safety (WHS)
Regulation 2011

Education and Care Services
National Amendment
Regulations 2020 under the
Education and Care Services
National Law

Amend provisions within the
national regulations-
commencing from 1st Oct 2021
(or 31st Dec 2021 in the NT)

Amend provisions definition
regular outing- regulation 4 (1)
risk assessment must be
conducted before excursion
(regulation 100) conduct of risk
assessment for excursion-
regulation 101 (2)(d).
Authorisation for excursions-
regulation 102 (4)

Sources

- ▶ ACECQA Safe Transportation of Children:
<https://www.acecqa.gov.au/sites/default/files/2021-11/Infosheet-TransportRegulatoryProvision.pdf>
- ▶ Belonging, Being & Becoming – The Early Years Learning Framework for Australia
- ▶ Guide to the National Quality Framework, ACECQA
- ▶ Kidsafe NSW – Child Restraints:
www.kidsafensw.org/road-safety/child-restraints/
- ▶ ACCC – Child Restraints for use in motor vehicles:
www.productsafety.gov.au/standards/child-restraints-for-use-in-motor-vehicles
- ▶ Centre for Road Safety – Child Car Seats:
<https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
- ▶ Centre for Road Safety:
<https://roadsafety.transport.nsw.gov.au/>

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President's Signature:

Date adopted:/...../.....

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Safe Transport Checklist

This document is a guide only. It provides a sample of actions that may be included in a service's Safe Transport Checklist. Checklists should be service-specific, reflect the transport policies and procedures of the service and address individual circumstances and factors.

Before departing	
<ul style="list-style-type: none"> • Ensure driver has a current and valid licence appropriate for the vehicle class and is in a fit state to drive. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure at least one educator/staff member transporting children has current first aid, anaphylaxis • and emergency asthma management training certification. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure vehicle is registered and insured, in good working order and well-maintained. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure vehicle has properly fitted and adjusted age-appropriate restraints that meet requirements of the NSW Road Rules. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure vehicle contains: <ul style="list-style-type: none"> ▸ a fully stocked first aid kit including emergency asthma and anaphylaxis medications ▸ a charged mobile phone ▸ medication, health plans and risk assessments for individual children ▸ emergency contact details for children being transported ▸ contact details of the preschool including an emergency contact number ▸ emergency response information including Emergency and Incident, Injury, Trauma and Illness policies and procedures. ▸ Safe Transportation of Children Policy and Procedures ▸ Transportation checklist ▸ high visibility vests ▸ Emergency contact information for staff and assisting adults ▸ supply of drinking water ▸ accurate current attendance records for each excursion/transportation. 	<input type="checkbox"/>
<p>Ensure the service's strategies to minimise risk are in place as detailed in risk management plans and the <i>Safe Transportation of Children Policies and Procedures</i> are followed.</p>	<input type="checkbox"/>
<p>Ensure written authorisation has been obtained for each child in attendance.</p>	<input type="checkbox"/>

When departing the service or collecting children from another location

<ul style="list-style-type: none"> • Park on the same side of the road and as close as possible to the service or collection location. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Conduct a head count and note child attendance against the transport attendance record noting date and time of check. Do this: <ul style="list-style-type: none"> ▶ prior to children leaving the service or collection location ▶ when children embark the vehicle. 	<input type="checkbox"/> <input type="checkbox"/>
In transit	
<ul style="list-style-type: none"> • Ensure relevant policies, procedures and risk management plans are carried out as documented. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure children remain secured in properly fitted and adjusted age and size appropriate child restraints at all times. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Actively supervise children at all times. 	<input type="checkbox"/>
After transportation	
<ul style="list-style-type: none"> ▶ Park on the same side of the road and as close as possible to the service or delivery location. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Conduct a head count and note children’s attendance against the transport attendance record noting date and time of check. Do this: <ul style="list-style-type: none"> ▶ when children disembark the vehicle ▶ when children enter the service. 	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure all children are accounted for – cross check records of children entering and exiting the vehicle. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure an educator checks and verifies the transport attendance record against the service’s attendance record. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Carry out a final check to ensure no child remains in the vehicle and have a second staff member complete the vehicle check process. The check will include: <ul style="list-style-type: none"> ▶ visual inspection of all areas of the vehicle: <ul style="list-style-type: none"> › all seats including the driver’s seat › under seats › storage areas › under the vehicle ▶ calling out the names of the children who attended the transport run – the driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing a child. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>