



"We learn and play on the traditional land of the Bandjalang People of the Bundjalung Nation".  
We are a child safe organisation.

# Excursions and Transportation of Children

## 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-planned and considered, offering meaningful experiences and ensuring the health, safety, and wellbeing of children at all times.

## Goals – What are we going to do?

Our service will:

- **Embed excursions** as a meaningful part of the preschool program, supporting children's learning, development, and connection to the community.
- **Plan excursions with care**, ensuring the health, safety, and wellbeing of all children and accompanying adults are prioritised.
- **Conduct excursions only when full documentation** — including risk assessments, permissions, and authorisations — has been completed and approved.
- **Undertake thorough risk assessments** that evaluate both the educational value and safety of the excursion, including planning for first aid and emergency procedures.
- **Adhere to Child Safe Standards** and the **National Model Code** when capturing photos or videos of children during excursions, ensuring respectful and lawful use of media.

# Strategies – How will it be done

## Planning and Preparations

### Excursion Risk Assessment

The Nominated Supervisor will:

- Ensure a risk assessment is conducted prior to any excursion to identify and assess risks to children's safety, health, and wellbeing
- Specify how the service will manage any risks identified (categorised as high, moderate, or low)
- Conduct a separate transport risk assessment if vehicular transportation is required

### The risk assessment will consider:

- Destination and duration of the excursion
- Potential environmental hazards (including 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
- Items to be taken on the excursion (first aid kit, mobile phone, emergency contact numbers, etc.)

*Note: If the excursion is a regular outing over a 12-month period, a risk assessment will only be carried out once, provided circumstances remain substantially the same.*

### Transportation Risk Assessment

A transport risk assessment will always be conducted before transporting children (unless it is a regular outing).

The Nominated Supervisor will ensure:

- The risk assessment identifies and assesses risks to children's safety, health, and wellbeing during transport
- Risks are categorised as high, moderate, or low, with management strategies detailed
- Educators and responsible adults are aware of the service's policy and procedures for emergencies and the risk assessment for transport
- Risks (including weather) are checked before using transport to assess if it can proceed

- A procedure for each route of travel is created, outlining educator responsibilities (including use of strollers and safety restraints)
- Number of educators or responsible adults required for supervision, and if any with specialised skills are needed
- Items to be readily available during transportation (e.g., mobile phone, emergency contact list)
- Process for entering/exiting premises and pick-up/destination locations
- Procedures for embarking/disembarking, including accounting for each child
- Strategies for accounting for all children during transportation

**The risk assessment will consider:**

- Proposed route and duration of transportation, including estimated travel times
- Each proposed pick-up location and destination
- Means of transport
- Purpose of the transport
- Requirements for seatbelts or safety restraints under relevant laws
- Any water hazards on the route or at stops
- Number of adults and children involved
- Number of educators or responsible adults required for supervision, and if any with specialised skills are needed
- Items to be readily available during transportation (e.g., mobile phone, emergency contact list)
- Process for entering/exiting premises and pick-up/destination locations
- Procedures for embarking/disembarking, including accounting for each child
- Strategies for accounting for all children during transportation

**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.

**The authorisation will include:**

- The child's name
- The reason for the excursion and why transportation is required
- If a regular outing, a description of when the child is to be transported/attend
- If not a regular outing, the date of the excursion/transportation
- Description of the proposed pick-up location and destination
- Means of transport
- Period of time during which the child is to be transported and/or at the venue
- Anticipated number of children and staff/adults accompanying

**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](http://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](http://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](http://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](http://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](http://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](http://www.rms.nsw.gov.au/documents/roads/licence/road_users_handbook-english.pdf)

**Evaluation**

This policy and its implementation will be evaluated through:

Ongoing Reflection and Feedback at Programming and Planning Days, and from children, families, educators, and the community.

Program and Practice Audits

Professional Learning

Bi-Annual Policy Review

<b>Approved Provider Representative:</b>	
<b>Name:</b>	Ashliegh Mitchell
<b>Role:</b>	President
<b>Signature:</b>	
<b>Date</b>	20/10/2025
<b>Adopted:</b>	

**Review Date:.....20/10/2027.....**

POLICY REVISION		
Reviewed	Adopted By	Review Date
05/09/2023	Narissa Cuskelly	05/09/2025