

ECEC Policy 15

Excursion, Incursion, Regular Outing and Extra Curricular Activities

**Approval
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Controlled Document

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Statement

Under the Education and Care Services National Regulations the approved provider must ensure policies and procedures are in place for managing excursions (Reg. 168) and take reasonable steps to ensure policies and procedures are followed.

Excursions/incursions/regular outing activities enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend their skills and knowledge in the current interest topic. Our service recognises that excursions provide opportunities for children to explore the wider community as a group and extend the educational program provided.

Purpose

To ensure that all excursions and incursions undertaken by the Service are carefully planned and conducted in a safe manner, maintaining children's health, safety and wellbeing at all times in accordance with Education and Care National Regulations. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local and the wider community. We are committed to complying with all relevant legislation to support the planning, authorisation, supervision and risk management of all excursions and incursions to ensure children's safety, rights and best interests are the paramount consideration. This includes ensuring the safe use of digital technologies and online environments during excursions and incursions, in line with our policies to protect children's privacy, safety and wellbeing.

Scope

This policy applies to children, families, educators, staff, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

Implementation

Excursions and incursions will be conducted with the children's safety and wellbeing in mind at all times. We may regularly schedule incursions and visitors to our Service however, if we feel an excursion will benefit the children and offer a valuable experience, we will adhere to the National Regulations and Service policies and procedures to plan and manage an

experience that is enjoyable and educational for children. This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit our Service.

Children who are enrolled in our service may participate in extra-curricular activities that are organised separately from us. Our service will support children to prepare and participate in extra-curricular activities located within school grounds and activities outside the school grounds following their session of care.

Definitions (aligned with current Education and Care Services National Regulations)

Excursion: means an outing organised by an education and care service or family day care educator but does not include an outing organised by an education and care service provided on a school site if-

- (a) a 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.

Extra-Curricular Activities: means an activity organised separately from the Service that children may attend during operating hours, where the Service facilitates the child's participation (e.g. escorting or supporting attendance). Examples include music lessons, dance classes and choir.

Regular outing: in relation to an education and care service, means 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 *substantially* the same on each outing.

Incursion: means an activity organised by our Service, whereby an outside body is employed or engaged to visit the service to run an educational program and to promote culture and diversity. This could include a visit from the Rural Fire Service, an Aboriginal cultural awareness group, science or reptile show or a musical or drama performance. Some incursions may be offered free of charge whilst others may incur a small participation cost.

Considerations for excursions and incursions

The purpose of the excursion should be clearly identified by staff providing information on how the excursion or incursion supports the educational program and contributes to the outcomes for children.

Excursions/incursions should be planned in advance and consideration given to the:

- time away from the service
- availability of toilet and washing facilities
- access to safe drinking water

- adequate health and hygiene practices
- possible risk to children (identified in risk assessment)
- accessibility for all children
- transportation
- cost (excursions and incursions if applicable)
- weather- wet weather arrangements
- Risk Assessment documentation provided by the excursion venue
- teaching children safety procedures and responsibilities whilst on an excursion
- safety and wellbeing of children whilst at the service whilst participating in an incursion (identified in risk assessment)
- communication between educators participating in the excursion and the Service
- adequate shade and sun protection
- transitions between areas of the venue
- water hazards.

Excursion/incursion risk assessment

The approved provider or nominated supervisor must conduct a detailed risk assessment which reflects Regulation 101 before an authorisation is scheduled under Regulation 102 to determine the safety and appropriateness of the excursion/incursion. If the excursion involves transporting children, the risk assessment must adhere to **all** components of regulations 101, 102, 102B, 102C.

The risk assessment must:

- identify and assess possible risks that the excursion/incursion may pose to the health, safety and wellbeing of any child being taken on the excursion or participating in the incursion
- specify how the identified risks will be managed and minimised
- ensure Working with Children Checks are conducted for all adults visiting the Service on incursions
- ensure the visiting group/performance is covered by insurance
- consider the proposed route and destination for the excursion and
- identify any water hazards
- reflect on any risks associated with water-based activities
- consider the transport to and from the proposed destination for the excursion
- consider the duration of the transportation
- consider any requirements for seatbelts or safety restraints under a law for NSW

- consider whether access to service-issued devices are sufficient to meet safety and education and care requirements without routine reliance on personal devices
- the process for entering and exiting the service premises and the pick-up location or destination (as required)
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- consider the ratio of adults to children involved in the excursion
- consider the risks posed by the excursion/incursion, the number of educators or other responsible adults required to provide supervision, and whether any adults with specialised skills are required to ensure children's safety (e.g.: lifesaving skills)
- consider the planned activities
- determine the duration of the excursion
- consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).
- consider strategies to ensure supervision is consistent at all times during the excursion- transitions, toileting, departure from the service and conclusion of the excursion

If the excursion is a *regular excursion*, or '*regular outing*' a risk assessment authorisation is only required to be carried out once in a 12-month period, however, must be regularly reviewed. If circumstances around the excursion change, a new risk assessment is required.

The approved provider/nominated supervisor/management will ensure:

- obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and procedure
- all new employees, students and volunteers are provided with a copy of this policy as part of their induction process
- a Risk Assessment is developed prior to any excursion or incursion and approved by the nominated supervisor
- Nominated Supervisor/responsible person is appointed to oversee the organisation of the excursion/incursion
- the excursion coordinator is aware of their role and responsibilities, including preparing for the excursion and completing all required documentation
- review risk assessments, authorisation forms and supervision plans for all excursions, before any approval of an excursion is granted
- risk assessments, authorisation forms and supervision plans are completed by the excursion coordinator prior to the excursion, and that these documents are reviewed and approved before the excursion takes place

- staff are provided with ongoing training and information sharing to ensure they fulfil their roles effectively
- all educators, students and volunteers participating in the excursion conduct regular head counts (at minimum every 30 minutes) and at key transition points, including prior to leaving the service, embarking and disembarking transport, upon arrival at the venue, during transitions between spaces, leaving the venue and returning to the service
- the *Transportation Attendance Record* (Head Count Sheet) is used to document attendance, head counts and how each child is accounted for during transport
- the *Outing and Excursion Checklist* is completed prior to excursions to ensure all planning, safety and organisational requirements have been addressed
- provide the excursion coordinator and other nominated staff members with service-issued electronic devices, ensuring these are charged and are in working order
- consider increasing child to educator ratios in high-risk situations, such as water hazards or busy roads/highways
- child safe standards are adhered to at all times
- families are notified about the excursion in writing and are provided with an *Excursion Incursion Regular Outing Authorisation Form*. Written authorisation must be provided by a parent or other person named in the child's enrolment record
- families are notified about any incursion and if permission is required for participation, consent will be requested from a parent/guardian
- families have a right to view the risk assessment prior to the excursion/incursion upon request in which the Service must comply with ensuring all information is available
- all documentation and records relating to excursions are kept safe and secure for a period of 3 years after the date of the excursion
- the number of children attending the excursion does not exceed the Service's licensed capacity
- volunteers, students and other adults participating in the excursion are aware of their roles and responsibilities, including ensuring they are not left alone with children
- a review of practices is conducted following the excursion, including an assessment of areas for improvement.
- support children to understand safety expectations and participate in discussions about the excursion where appropriate.

Parent/guardian authorisation

The approved provider/ nominated supervisor must ensure:

- that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided
- the authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child

- the authorisation form must state:
 - (a) the child's name; and
 - (b) the reason the child is to be taken outside the premises; and
 - (c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
 - (ca) if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion; and
 - (d) a description of the proposed destination for the excursion; and
 - (e) if the excursion involves transporting children–
 - (i) the means of transport; and
 - (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
 - (f) the proposed activities to be undertaken by the child during the excursion; and
 - (g) the period the child will be away from the premises; and
 - (h) the anticipated number of children likely to be attending the excursion; and
 - (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
 - (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
 - (k) that a risk assessment has been prepared and is available at the service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.
- Parental/guardian authorisation may be required for incursions if identified in the risk assessment or if a cost is required
- authorisations must be kept securely in the child's enrolment records
- authorisation records for excursion/incursions must be kept for a period of 3 years after the excursion, as per reg. 183.

Staffing arrangements

The approved provider/nominated supervisor will ensure that:

- educator to child ratios is no less than the prescribed ratios as per National Regulations
- additional educators/staff are engaged to provide care and support to children with additional needs
- consideration for ratios include:
 - location of excursion
 - type of excursion

- risk identified for excursion
 - the number, ages and abilities of children
 - individual needs of each child
 - how children are grouped whilst participating in the excursion
- consideration for adequate supervision may include:
 - the number, age and ability of children
 - the number and physical positioning of educators
 - each child's current activity
 - risks related to the mode of transport (for example: walking)
 - visibility and accessibility
 - the experience and skill of each educator
- educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion
- educators are aware the procedures to follow in the event of an emergency
- at least one educator or the nominated supervisor attending the excursion holds current ACECQA approved first aid qualification, CPR qualification, approved emergency asthma management and approved anaphylaxis management training. (If more than one vehicle is transporting children, at least one person with approved first aid, anaphylaxis and asthma training must travel in each vehicle and be immediately available in an emergency).
- if children remain at the Service and are not participating in the excursion, that at least one educator or the nominated supervisor at the Service holds current ACECQA approved first aid qualification, CPR qualification, approved emergency asthma management and approved anaphylaxis management training
- a supervision plan is completed as part of excursion preparation
- educators continue to follow National Regulations and Service policies and procedures whilst participating in the excursion away from the Service.

Parent and volunteer participation

The approved provider/ nominated supervisor will ensure parents and volunteers:

- are encouraged to participate in excursions where possible
- cannot be counted as part of the educator to child ratio
- cannot be left alone with a child/children and must be supervised by an educator at all times
- are briefed prior to participating on an excursion about the risk assessment, emergency procedures, supervision, photograph policy for privacy and confidentiality and use of mobile phone

- are aware that smoking or vaping is not permitted at any time whilst participating in the excursion
- are aware of need to wear appropriate clothing and footwear
- understand they are to follow the directions of the excursion coordinator as required
- alert the excursion coordinator or staff if they notice a child is missing or unaccounted for or appears unwell
- Working with Children Checks (clearances) are verified for parent and volunteers prior to participating in excursions

Items to be taken on an excursion

The approved provider/ nominated supervisor must ensure that the following items are taken on all excursions, as per the risk assessment:

- appropriate number of suitably equipped first aid kits
- fully charged and operating mobile phone
- emergency contact information details for all children participating on the excursion
- medication for children requiring medical and relevant medical management plans
- items required for excursion circumstances- such as sunscreen, hats, other equipment
- child's attendance record

Transportation for excursions

Excursions involving transportation must be planned and conducted in accordance with this policy, including completion of a risk assessment and required authorisations. It is a requirement of National Regulations that the means of transport is stated on the risk assessment record and parent authorisation record. Information must be included in the risk assessment about the process for embarking and disembarking the means of transport, including how each child is to be accounted for.

Transportation is only undertaken as part of excursions and is managed through excursion risk assessments, supervision strategies and attendance tracking procedures outlined in this policy and in the *Excursion Incursion Procedure*.

The *means of transport* may mean:

Walking

Educators must ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights. Educators will ensure all children and adults obey road rules. Educators will ensure children follow the 'stop, look, listen and think' process when walking near roads. Educators will remain vigilant that no child runs ahead or lags behind the group.

Bus

The nominated supervisor must ensure that the seating capacity as displayed on the compliance registration is not exceeded. All children must sit on seats, preferably with, or close to an adult. Any requirements for seat belts or safety restraints under law must be followed depending on the vehicle used. If the bus has seat belts, they must be worn at all times.

Train

The nominated supervisor will be required to contact the local station prior to the excursion to inform them of the time you will be travelling, the destination, and the number of children and adults who will be travelling.

Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and dis-embarkment. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage if possible – and not in a Quiet Carriage.

Car

Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter. The vehicle must be registered and free of any defects that could put any passenger at harm.

All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles (below). The educator or staff member driving the vehicle must hold a current Australian driver's licence appropriate for the vehicle type. The process for entering and exiting the Service premises safely must be considered at all times.

National child restraint laws for vehicles

- children aged from six months old but under four years old must be secured in either a rear or forward-facing approved child restraint with an inbuilt harness
- children under four years old cannot travel in the front seat of a vehicle with two or more rows
- children aged from four years old but under seven years old must be secured in a forward-facing approved child restraint with an inbuilt harness or an approved booster seat
- children aged from four years to under seven years must not travel in the front seat of a vehicle with two or more rows, unless all other seating positions in the rear are occupied by children under seven years using appropriate restraints
- children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.
- children under 7 years must use an approved child restraint suitable for their age and size that complies with Australian/New Zealand Standard AS/NZS 1754

If the child is too small for the child restraint specified for their age, they should be kept in their current-sized child restraint until it is safe for them to move to the next level.

If the child is too large for the child restraint specified for their age, they may move to the next level of child restraint.

Source: NSW Government – Transport for NSW (current child car seat requirements)

Extra-curricular activities (Out of School Hours Care)

Our OSHC Service will support children to participate in extra-curricular activities that may be organised within school grounds during OSHC operating hours. Communication between families and the school or the extra-curricular activity organisation (e.g., third party music teacher/provider) is paramount to the support provided to children to participate in the activity. Families are to make arrangements between the extra-curricular organisation/coordinator regarding attendance for their child. Examples of extra-curricular activities include music lessons, dance classes, team sports, drama classes or chess club.

Families are required to provide written authorisation for children to participate in extra-curricular activities and must inform the OSHC Service of any changes to attendance. See *Extra-Curricular Authorisation Form*.

Children attending extra-curricular activities will be signed out of the attendance record by OSHC educators and signed back into the OSHC Service upon return.

A Risk Assessment will be completed for all extra-curricular activities that children attend during OSHC operating hours. The Risk Assessment will include the following information:

- details of the extra-curricular activity
- date and time of extra-curricular activity
- location and duration of extra-curricular activity
- reason for extra-curricular activity
- name and contact details of extra-curricular coordinator
- the route the children will take to walk to the extra-curricular activity
- if children require an escort to the extra-curricular activity

Children will not be able to participate in extra-curricular activities unless prior written authorisation for the child to leave the OSHC Service has been obtained by the family. Authorisation for regular extra-curricular activities will be obtained each term.

Insurance

Insurance is reviewed prior to excursions to ensure appropriate coverage

Note: Some insurance policies may not cover high-risk activities such as merry-go-rounds, air-filled jumping castles, water slides and pony rides.

Check for children's safety

During the excursion educators will ensure:

- children's attendance records are taken on excursions

- the transport is checked prior to children entering to ensure it is safe and appropriate for use
- all children are accounted for when embarking/disembarking the car/vehicle or bus
- children's names are marked off as they enter and leave the vehicle including time and date
- a physical check of the interior of the vehicle (including seats, aisles and storage areas) is completed immediately after children disembark, with a second educator verifying the check
- the vehicle is parked to avoid other vehicles, driveways or car parks
- the vehicle is parked as close as possible to the Service premises or visiting venue
- children only disembark the vehicle when it is safe to do so
- educators hold children's hands or use other appropriate safety strategies, (e.g. walking ropes, positioning) when walking to or from the Service or within excursion venues, based on a risk assessment
- where possible, educators hold children's hands to supervise them walking into the Service premises or to a safe area at the venue
- head counts are conducted at least every 30 minutes whilst on the excursion
- bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and supervised
- transitions between venue areas are carefully considered, with head counts conducted prior to moving between areas of the venue
- medication is administered to children as per *Administration of Medication Record*
- children remain in the care and supervision of educators from the Service during the excursion. If a parent or authorised guardian collects the child whilst on an excursion the *Delivery of Children to and Collection from Education and Care Service Premises Policy* and procedures must be followed.

Child becomes ill whilst on excursion

Educators will:

- assess the child's illness and follow the *Incident, Injury, Trauma and Illness procedure*, including contacting an ambulance if required
- keep the child calm and comfortable
- if a child has an individual Medical Management Plan for their symptoms displayed, follow the directions and administer medication if applicable and notify parents/guardians
- use the supplies in the excursions first aid kit to assist in applying first aid to child
- seek medical assistance, including ambulance transport, medication if required (as per child's *Excursion Incursion Regular Outing Authorisation Form*)

- contact the child's parents/guardian as soon as possible, no later than 24 hours after the incident
- contact the nominated supervisor at the Service for further direction if required
- ensure ratios are maintained for supervision
- complete an *Incident, Injury, Trauma and Illness Record*
- notify the Regulatory Authority of any serious incident of a child while being educated and cared for at the service within 24 hours

Lost child during an excursion

In the event of a child being unaccounted for during an excursion or following an extra-curricular activity, educators will immediately:

- inform another educator and provide supervision for groups
- conduct a head count
- ask children/parent helpers/other educators if they have seen the missing child
- check with the extra-curricular activity coordinator if they are aware of the missing child's location
- search the premises
- check organised meeting points (use service-issued mobile phone to contact other educators)
- alert the venue management and request that an announcement is made
- if the child is still unaccounted for after checking as above, the nominated supervisor or excursion coordinator will contact the Police on 000 and report the incident
- the nominated supervisor will contact parents/guardian
- educators will reassure other children and provide supervision
- the approved provider must make a notification to the regulatory authority within 24 hours of a serious incident
- following any incident during an excursion a thorough review of this policy and associated procedure will be conducted and documented for improvements.

Emergency management during an excursion

During the planning of the excursion, the excursion coordinator will conduct a risk assessment to identify any potential emergencies that may occur. The excursion coordinator will check whether the venue has appropriate emergency procedures in place and incorporate this information into the excursion risk assessment. In the event of an emergency occurring while educators and children are participating in the excursion, staff will follow the emergency evacuation procedure or lockdown procedure as required.

The excursion coordinator will contact the nominated supervisor or the responsible person immediately and follow instructions provided by emergency services. Families will be informed as soon as practicable, but no later than 24 hours after the emergency event.

Families may be required to collect children from the excursion venue; educators will contact parents/guardians or emergency contacts if required. The approved provider will notify the regulatory authority of any serious incident involving a child while being educated and cared for at the Service within 24 hours. The approved provider will complete a review following the emergency incident, including an assessment of areas of improvement.

Consequences of Policy Violations:

Violations of this policy may result in disciplinary action, up to and including termination of employment or contract. The severity of the consequences will depend on the nature and impact of the violation, as determined by CatholicCare Wollongong. People and Culture will review each case individually to determine appropriate actions based on the circumstances.

Related Policies

Acceptance and Refusal of Authorisations Policy	Incident, Injury, Trauma and Illness Policy
Administration of Medication Policy	Interaction with Children, Family and Staff Policy
Administration of First Aid Policy	Privacy Policy
CatholicCare Child Safeguarding Policies	Safe Use of Digital Technologies and Online Environments
Code of Ethics and Conduct	Sun Safety Policy
Delivery of Children to, and Collection from and Education and Care Service Premises	Water Safety Policy
Educational Program Policy	
Emergency and Evacuation Policy	

Related Resources

Excursion Incursion Regular Outing Authorisation Form	Extra-Curricular Authorisation Form v1.0
Excursion Incursion Procedure	Excursion Checklist
Excursion Risk Assessment	
Excursion Headcount Record	

National Quality Standard (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management System	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

Relevant Legislation

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 51(4A)	Conditions of service approval- ensure number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
S.165	Offence to inadequately supervise children
S. 166A	Offence to subject child to inappropriate conduct Offence relating to inappropriate conduct
S.167	Offence relating to protection of children from harm and hazards
4	Definitions
89	First Aid Kits
90	Medical conditions policy
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-centre-based services
136	First Aid qualifications
149	Volunteers and students
151	Record of educators working directly with children
158	Children's attendance record to be kept by approved provider
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
168	Policies and procedures are required
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Induction and ongoing training

- Induction and ongoing training will be implemented, on commencement and during staff meetings as required, focusing on this policy and related procedures.

- Information will be shared with relief/ casual educators on induction and as relevant to the environments that they are working in, their shift responsibilities and the children in their care.

Sources

Australian Children's Education & Care Quality Authority. (2026). Guide to the National Quality Framework

Australian Children's Education & Care Quality Authority (ACECQA). (2024). Excursions Policy and Procedure Guidelines

Australian Government Department of Education. (2022). Belonging, Being and Becoming: The Early Years Learning Framework for Australia. V2.0.

Children (Education and Care Services) National Law (NSW) (NSW services only)

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Education and Care Services National Regulations (NSW) (2025) (NSW services only)

Kidsafe Victoria Road Safety <https://www.kidsafevic.com.au/road-safety/>

Kids and Traffic Early Childhood Road Safety Education Program (NSW). (2023). Transporting Children Safely

Policy created/ Reviewed

Date	Major, Minor or Administrative	Description of Revision(s)
July 2026	Major	New Policy, adapted from Childcare Centre Desktop. Merged ELC and OSHC policies. This policy replaces "EC Policy 13 - Excursions"

Monitoring, Evaluation and Review

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary updates or modifications to ensure compliance with legislative and standard requirements will be communicated to all employees, contractors, and representatives of CatholicCare Wollongong.

Other situations may include:

- Following an incident, to identify gaps and strengthen data protection measures.
- adoption of new tools or systems.
- mergers, restructuring, or shifts in services that impact on current processes.
- As part of routine evaluations to ensure policies remain effective and aligned with best practices.
- If client/s provide feedback or complaints, prompting a review for improvement.
- When inefficiencies or errors are identified.

The agency will formally review this Policy every three years as part of the policy's known life cycle period.