



## EXCURSION POLICY

Excursions/incursions enhance children's learning by providing them the opportunity to participate in activities and experiences to extend on 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 on the educational program provided. We also recognise that excursions provide enjoyment, stimulation, challenge and new experiences for children during Vacation Care.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
2.2	Safety	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.1	Supervision	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.2	Incident and emergency management	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
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
168	Policies and Procedures are required

## RELATED POLICIES

Anti-Bias & Inclusion Policy  
Code of Conduct Policy  
Educational Program Policy  
Family Communication Policy  
Incident, Illness, Accident and Trauma Policy  
Interaction with Children, Family and Staff Policy  
Orientation of New Families Policy  
Privacy and Confidentiality Policy  
Respect for Children Policy  
Supervision Policy

## PURPOSE

To ensure that all excursions and incursions undertaken by our Outside School Hours Care Service are planned and conducted in a safe manner, maintaining children's wellbeing at all times in accordance with National Legislation. 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.

## SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

## IMPLEMENTATION

Our Service regularly schedules excursions and occasionally incursions for children during our Vacation Care program. These activities will be planned and conducted with the children's safety and wellbeing in mind at all times, adhering to the National Regulations and other relevant Service policies and procedures.

All excursions must be approved by the Approved Provider (School Principal) and logged into the DEECD 'Student Activity Locator' prior to the date.

## EXCURSION RISK ASSESSMENT

- Management must conduct a risk assessment which reflects National Regulation 101 before an authorisation is scheduled under regulation 102 to determine the safety and appropriateness of the excursion/incursion.
- The OSHC Service will use an *Excursion/Incursion Risk Assessment*.
- The OSHC Service will notify families about the excursion using an *Authorisation for Excursion Letter*.

- Families have a right to view the risk assessment prior to the excursion/incursion upon request in which the OSHC Service must comply with ensuring all information is available.
- A risk assessment must:
  1. Identify and assess risks that the excursion/incursion may pose to the safety, health, and wellbeing of any child being taken on the excursion.
  2. Specify how the identified risks will be managed and minimised.
  3. Consider the proposed route and destination for the excursion and any water hazards.
  4. Reflect on any risks associated with water-based activities.
  5. Consider the transport to and from the proposed destination for the excursion.
  6. Consider the ratio of adults to children involved in the excursion.
  7. 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 (e.g. life-saving skills).
  8. Consider the planned activities.
  9. Determine the duration of the excursion.
  10. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).

## PARENT AUTHORISATION

- The Nominated Supervisor must ensure that a child is not taken outside the OSHC 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.
- The authorisation form must state:
  1. The child's name;
  2. The reason the child is to be taken outside the premises;
  3. The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
  4. A description of the proposed destination for the excursion;
  5. The method of transport to be used for the excursion;
  6. The proposed activities to be undertaken by the child during the excursion;
  7. The period the child will be away from the premises;
  8. The anticipated number of children likely to be attending the excursion;

9. The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
  10. The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;
  11. That a risk assessment has been prepared and is available at the OSHC Service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

## SUPERVISION REQUIREMENTS

The Nominated Supervisor will ensure that:

- A minimum of two (2) staff are on duty at all times.
- The Educator/staff ratios as required by law will be adhered to at all times:
  - General excursions: **1 Educator for every 8 children.**
  - High-risk excursions, for instance those involving swimming or water hazards: **1 Educator for every 5 children.**
- In accordance with the National Standards, staff accompanying excursions will hold appropriate First Aid, and when applicable, swimming certificates.
- Staff will supervise children closely on excursions and conduct head counts and similar techniques.
- Only students that have displayed sensible, reliable behaviour at school/OSHC will be permitted to participate in excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at the program. The decision to exclude a student will be made by the Approved Provider and Nominated Supervisor (Coordinator). Both the parent and the child will be informed of this decision prior to the excursion.

## ON THE DAY OF THE EXCURSION

The Coordinator and all staff will ensure that the following items are brought along on excursions:

- The program's mobile telephone, in working order.
- The emergency telephone contact numbers for each child, including their parents/guardians, emergency contacts, and registered medical practitioner or service.
- A suitably equipped first aid kit (including EpiPen) and prescribed authorized medication to be administered during the excursion.
- Emergency medical plans for any children with a diagnosed condition, e.g. asthma plans.

- Wrist bands with the program’s mobile telephone number, placed on each child’s wrist prior to leaving.
- The children’s belongings necessary for the excursion, e.g. food and a drink bottle.

### TRANSPORTATION FOR EXCURSIONS

- It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record.
- Our Service does not utilise public transportation for excursions. The Service will hire private chartered buses/coaches and will ensure the seating capacity is not exceeded. All children must sit on seats with seat belts worn at all times.

### INSURANCE

Management must review their insurance policy prior to the excursion/incursion to ensure liability is protected by the OSHC Service.

### SOURCE:

Education and Care National Regulations. (2011).  
 Guide to the National Quality Standard. (2017).  
 Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).  
 My Time Our Place: Framework for School Age Care in Australia.  
 Revised National Quality Standard. (2018).

### REVIEW

Date Reviewed	Modifications	Next Policy Review Date
July 2019	Ratified by the Kingsbury Primary School Council on 15/08/19	July 2020