



Excursions Policy

National Quality Standards:

Area 2 - Children's health and safety

Standard 2.2 - Safety

Elements:

2.2.1: Supervision

At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Area 7 - Governance and leadership

Standard 7.1 - Governance

Elements:

7.1.2: Management systems

Systems are in place to manage risk and enable the effective management and operation of a quality service.

Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 100	Risk assessment must be conducted before excursion
Reg. 101	Conduct of risk assessment for excursion
Reg. 102	Authorisations for excursions

Related Policies:

- Providing a Child Safe Environment
- Interactions with Children
- Child Protection
- Family Law and Access
- Acceptance and refusal of authorisations
- Transport

Policy Statement:

Adventure OSHC commits to planning all of the Service's excursions taking into account the interests and the needs of the children as a priority consideration. Additionally, all excursions will offer a variety of learning and development opportunities for children.



Adventure OSHC will plan excursions to extend on the innovative programming at the Service and provide children with fun experiences in their communities. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the Service's premises ("My Time, Our Place" Outcome 2.1). Parental permission will be sought for all excursions and each excursion will be carefully planned to ensure potential risks are assessed.

Purpose:

To ensure that appropriate approval is sought and acquired prior to children being taken outside of the care environment on an excursion.

Scope:

This Policy applies to children, families, Educators and staff, and management.

Implementation:

- Any excursions, incursions or routine outings will be carefully planned, and a risk assessment will be conducted before an authorisation is sought from each child's family. This is in compliance with **National Regulation 100** and **National Regulation 101 of the Education and Care Services National Regulations (2011)**.
- The risk assessments conducted will consider any foreseeable risks associated with the outing. Additionally, risk minimisation strategies for each risk will be documented and communicated to parents if necessary.
- The risk assessments will include ratios, children's activities, length of stay at the outing, transportation to and from the venue etc. Educators will share all of this information with families well before the children participate in the activities and before the families are requested to provide authorisation for the excursion/regular outing.
- Excursions and incursions will be designed to expand the children's understanding of the community and their appreciation for the world around them.
- Written Authorisations for excursions and regular outings will be obtained from all parents/guardians/Authorised Persons for each child prior to the child participating in the excursion or regular outing. This documentation process includes providing families with information regarding the nature and specific details of excursions and regular outings, in accordance with **National Regulation 102**.
- All Adventure OSHC Educators will wear an easy to identify uniform when on excursions and regular outings.
- Excursions will be cancelled if the weather conditions are inappropriate for the activity proposed.



Planned excursions will take into account:

- Children's ages, abilities and interests.
- Ways to maximise the children's developmental experiences and opportunities to practice new skills whilst being creative, fun and exciting.
- Suitability of the venue in regard to safety.
- Clothing and equipment required.
- Travel arrangements.
- Cost to families.

Information on regular outings:

Adventure OSHC may provide the opportunity for children to attend regular outings in order to enhance their learning and vary their routine. These may include visits to nearby parks and playgrounds, and recreational facilities. Risk assessments for all regular outings will be provided to parents and Authorised Persons, including being emailed upon request prior to the child's enrolment.

If the child is not permitted to attend regular outings, an alternative arrangement will be made. However, splitting groups of children can only be available where ratios, qualifications and communication methods can be appropriately met.

Information on excursions:

All excursions, including activities, departure times, and arrival times are made accessible to parents upon placing their booking for said excursion. When departure and/or arrival times are outside of the Service's usual pickup and drop off times, this information will be communicated to parents during the enrolment process for the specific excursion.

To ensure the safety and comfort of children on excursions:

- Parents are expected to arrive at least 15 minutes prior to the excursion departure time. This will be communicated to parents upon enrolment.
- Transport will depart on time and children who are late will not be able to attend the Service, as the Service will be closed during excursion times.
- Parents will be asked to ensure that their children have appropriate:
 - Clothing (including activity and weather appropriate clothing),
 - Footwear (including activity and weather appropriate footwear),
 - Lunch/drinks and snacks,
 - Sun protection in line with our Sun Safe policy.

Children who are unable to attend excursions cannot be offered care on those days, as the Service will be closed for the duration of the excursion. All Adventure OSHC Educators and



staff will maintain safe and appropriate ratios, qualifications and communications to accommodate breaking into smaller activity groups and participating in planned activities.

Prior to departure from the Service:

- The Centre Co-Ordinator will ensure that the following items are always taken on excursions:
 - First aid kits,
 - Medication as required,
 - Attendance record/roll,
 - Password protected iPad or Phone with access to the Service's critical information, including emergency parent contact information, medical and consent forms,
 - The Service's mobile phone.
- The Educators will ensure strong communication between potential split groups, with the head office, emergency services and with parents/guardians by:
 - Taking their own mobile phone with the ring and vibrate settings switched on,
 - Having access to the Centre Co-Ordinator's mobile number,
 - Having access to the OSHC Manager's contact number,
 - Having access to every child's medical and emergency contact records.
- The Centre Co-Ordinator that is in charge of the excursion must ensure that the Risk Assessment is discussed with all children including the aims and objectives of the excursion, and the items and events of special interest to the children.
- Our Sun Safe Policy will apply on all excursions.
- The Centre Co-Ordinator will ensure that all Educators are familiar with their specific roles on the day, e.g. supervision of certain groups, emergency procedures for a lost child, accident/injury procedures, any other site specific safety procedures/requirements.

Immediately prior to departure from the Centre:

- All Educators will sit down with children and explain the expectations of them for the excursion, including partners and grouping regarding the Educators and children.
- All children are provided with the opportunity to use the bathroom prior to their departure.
- The Centre Co-Ordinator will nominate an Educator to collect the excursion pack that must be taken with the group, and to double check its contents against the Excursion checklist prior to departure.
- All children will be placed into groups with an assigned Educator who will be responsible for their group throughout the excursion.
- All staff members will be clearly identifiable, as they will be wearing their Adventure OSHC shirt and name tag.
- A head count will be conducted by two Educators prior to leaving the Centre.

Safety Procedures for Excursions:



- Head counts are conducted every 30 minutes, additional to when moving from one area to another, for example when moving from toilets, and getting on and off buses.
- Roll calls are conducted at regular intervals throughout the day, and anytime children are gathered in a whole group.
- Children are briefed prior to the excursion to ensure that each child adheres to the expectations of them on the excursion.
- Children are informed about how the day is planned out and what activities they will participate in.
- Children will be organised into smaller groups in order to facilitate strong and clear communication between Educators and children. On high-risk excursions, there will be two Educators to each group.
- All staff members will agree on meeting times and meeting locations prior to breaking away into smaller groups with the children.
- Each Educator will have their own list of the children in their group.
- Children will never be left in the sole care of any other individual apart from Adventure OSHC Educators, including excursion venue staff and bus drivers.
- Out-of-bounds areas are clearly marked and explained to children, and Educators will supervise children at all times to ensure no child is in an area that is out-of-bounds.
- If a child appears missing from their group, the Educator in charge of that group will notify the Centre Co-Ordinator immediately.
- Children will be provided access to shaded areas to avoid excessive sun exposure, according to our Sun Safe Policy.
- Excursion ratios are maintained at all times (1:10).

Sick and Injured Child During Excursions:

- If a child becomes sick or injured, Educators and staff must follow our Policy on Incident, Illness, Trauma and Accidents, and administer first aid if required.
- If the illness is considered to be serious (requires hospitalisation or treatment from a medical professional), Educators should follow emergency procedures.
- The Centre Co-Ordinator will ensure that a first aid kit is accessible at all times on excursions.

Lost Child During Excursions:

- If a child is unaccounted for during an excursion, the following will occur:
 - If a child leaves the excursion venue and does not respond to an Educator's request to return, the Centre Co-Ordinator will contact the police immediately by dialling 000.
 - The OSHC Manager will be contacted also, who will then notify the child's family or emergency contact that the child has left the premises of the excursion.



Travelling by Bus to and From Excursions:

- When hiring a bus, it must have seat belts.
- Educators will remind children to stay in their seat at all times with their seatbelts fastened.
- When travelling by bus, the staff members planning the excursion will complete a risk assessment including, the bus having seat belts, the cost of the bus, if another bus is required to meet ratio requirements, planned route.
- The bus driver must be over 25 years old.
- Children will not be left in the sole care of the bus driver.
- Children are not to be left unsupervised in vehicles.
- A timetable detailing the pick-up and drop off times will be provided to families prior to the commencement of the excursion.
- **Bus drivers will need:**
 - To hold a current driver's licence that meets the appropriate conditions,
 - Operate the bus within the road rules of the applicable state or territory,
 - The vehicle must possess current registration and insurance,
 - The vehicle must not be unsafe or damaged. The vehicle must be roadworthy, according to the road rules of the applicable state or territory.
- **If the bus breaks down:**
 - The Centre Co-Ordinator will contact the OSHC Manager.
 - The OSHC Manager will arrange an alternative bus for the children and staff with the bus company. The OSHC Manager will also contact the excursion venue should the bus break down on route to the venue.
 - The OSHC Manager will notify the administration team, who will contact each family if there is a delay in returning to the OSHC premises.

Walking:

- Adventure OSHC staff will complete a risk assessment for a walk, including safety in the community and road safety.
- A timetable will be provided to families that details expected departure and arrival times prior to the commencement of the excursion.
- When walking during excursions in a real traffic environment, Educators will inform the children about traffic and road safety, including:
 - What the children are doing when they cross the road,
 - Why we have to stop at the curb,
 - Why we have to look when we cross the road and what we are looking for,
 - What sounds do we have to listen for when crossing the road,
 - When it is safe and unsafe to cross the road,
 - Why do we have to keep checking until children are safely on the other side of the road?



Risk Management:

A Risk Management Plan must be prepared prior to each new excursion in accordance with **Reg. 100**. Once an initial risk assessment has been carried out for regular outings, risk assessments are not required for subsequent outings to the same place, unless there is a change to the place or venue.

Risk Management Plans will Include:

- The proposed route and destination for the excursion;
- Any water hazards;
- Any risks associated with proposed activities (water-based included) and how to manage these;
- The means of transport to and from the proposed destination for the excursion, as well as required safety restraints under the jurisdiction where children are being transported;
- The process for entering and exiting the education and care service premises and excursion destination;
- The process for embarking and disembarking the means of transport, including how each child is to be accounted for during this time;
- The number of adults and children involved in the excursion;
- The number of children attending and how many Educators or other responsible adults will be required to ensure appropriate supervision. This number will be determined by taking into consideration the risks posed by the excursion and whether any adults with specialised skills are required along with the ratio of 1:10 when outside the service and 1:5 when swimming.
- The proposed activities;
- The likely length of time of the excursion;
- The items that should be taken on the excursion, for example, first aid kit, mobile phone and a list of emergency contact numbers.

Authorisations:

Families' permission must be obtained before any child is taken outside of the service and specific permission is required for swimming. By signing the excursion permission form, the family member is authorising their child to attend the activities stated on the form.

Authorisation for excursions must include the following:

- The child's name
- The reason the child is leaving the premises



- The date of the excursion (unless a regular outing)
- A description of the proposed destination
- The method of transport and information about required safety restraints
- The proposed activities to be undertaken by the children
- The period of time the child will be away
- The anticipated number of children attending
- The anticipated ratio of adults to children
- The anticipated number of staff members and any other adults attending
- That a risk assessment has been prepared and is available at the service to be viewed

Excursions to locations visited on a regular basis such as local parks may be undertaken without prior notice if families of children in the group have given excursion permission. If an excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards

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