	Policy Name:	OSHC - Excursion Policy	Date of approval:	May 2020
	Responsible:	OSHC	Review date:	April 2023



## OSHC – Excursion Policy

### RATIONALE

OSHC will provide well planned and documented excursions which provide a valuable part of the program.

### PURPOSE


Excursions are a valuable experience for children, families and staff within the OSHC settings. Excursions provide the opportunity to expand and enhance children’s experiences, 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 OSHC is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensures the health, safety and wellbeing of children at all times.

### RELEVANT LEGISLATION

- Education and Care Services National Regulations 2011 101,
- Occupational Health and Safety Regulations 2001

### GOALS

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

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## PRACTICES

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 they are properly supervised and conducted in a safe manner; and
- are conducted with fully informed written parental permission.

**All excursions will be thoroughly researched to ensure:**

- supervision is adequate so children cannot be separated from the group;
- Access to hazardous equipment and environments are minimised;
- There is adequate access to food, drink and other facilities (toilets, hand washing etc.);
- Consideration is given to the mobility and supervision requirements of children with additional needs;
- That adequate sun and shade protection is available.

When planning for an excursion staff will:

- Assess the requirements for the excursion;
- Conduct a risk assessment;
- Book transport and venues;
- Make alternative arrangements for adverse weather conditions;
- Inform families of the details of the excursion including destination, objectives and outcomes, and what the child should bring;
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion;
- Collect completed permission forms for each child attending the excursion;

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- Request additional adult participation on the excursion where required;
- Arrange for a suitably equipped first aid kit (including asthma medication, EpiPen if required) and mobile phone to be taken on the excursion.

Educators must 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. Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

## **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.

The risk assessment conducted will consider:

- Proposed route, destination and duration of the excursion;
- potential water hazards or any hazard associated with water based activities
- transport to and from destination;
- number of educators, responsible persons, and children involved;
- given the risks any specialised skills required;
- proposed activities; and items to be taken on the excursion e.g. mobile phone, emergency contact numbers etc.

If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted. The Nominated Supervisor will also appoint a Certified Supervisor to be in charge of the excursion.

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## AUTHORISATION FOR EXCURSIONS

The Nominated Supervisor will ensure that:

For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including:

- child's name;
- date, description, duration and destination of proposed excursion;
- method of transport to be used;
- reason for the excursion, and proposed activities to be conducted on the excursion;
- the anticipated adult: child ratio – outlining number of educators and staff and other adults attending;
- a statement that a risk assessment has been prepared and is available at the service for parents to view.

If the excursion is a regular outing, authorisation is required once in a 12 month period. No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

## VOLUNTEERS

Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios if required. If additional adults are required volunteers will be invited.

Volunteers must have a Working with Children Check which must be presented and certified at the school office. Family members/volunteers will not to be left in sole charge of children and must be supervised by an educator at all times.

Last reviewed on: May 2020

To be reviewed every 3 years.