



Coowarra Out Of School Hours

Care Service Inc

Excursion Policy

POLICY STATEMENT

Coowarra OOSH believes that excursions are an essential part of the centre's program as they provide variety and an opportunity to expand a child's experience, explore different environments and learn new activities.

Parents/guardians permission will be sought for all excursions. Children on excursions will be ensured proper supervision and care, for the full duration of the excursion.

PROCEDURE

Planning

A risk assessment must be carried out for an excursion before permission is sought. The risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks. The risk assessment must be read by all educators and consider:

- The proposed route and destination for the excursion
- Any water hazards and risks associated with water based activities
- The method of transport
- The number of adults and children involved in the excursion
- Given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety
- The proposed activities
- The likely length of time of the excursion
- The items that should be taken on the excursion

All excursions will be planned taking into consideration:

- The children's ages, capabilities and interests
- Ways to maximise the child's developmental experiences and safety
- Suitability of the venue and access including wheelchairs if required
- Access to food, drink and other facilities
- Access to toilet and hand washing facilities

- Nutrition, food and beverages, dietary requirements
- Sun protection
- Weather conditions, which would make the venue unsuitable



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- The specific clothing and equipment needs of the children
- Travel arrangements needed
- Dealing with infectious diseases
- The administration of first aid

Educators are to visit where possible or be familiar with the venue before undertaking the excursion to ensure that it is suitable, safe and accessible by all.

Educators will phone venue ahead (if possible) when special requirements needed.

When planning an excursion alternative arrangements will be made for adverse weather conditions.

Educators will consider not just wet weather, but cold or hot weather conditions when making plans for excursions and the final decision to continue with the excursion.

Authorisation and Notification

No child will be taken outside the centre without the parent's written authorisation.

A minimum of 24 hours notice will be given to the parent or guardian regarding any excursions.

All excursions will be publicised to all parents with full details of destination, times of departure and return, and what the children should bring.

An excursion permission form will be filled out for each specific excursion indicating:

- Date
- Time
- Cost
- Proposed destination
- Method of transport
- Activities involved
- Contact number if possible
- Child's name
- Parent/guardians name and signature

An annual permission note is signed to take children to the local reserve, gardens around the centre, the laneway and the school grounds. Staff:child excursion ratios are maintained for these local excursions.



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Transportation

Steps will be taken to ensure that all excursions comply with transport legislation and regulations.

The transport policy will apply in relation to travelling to and from any venue.

All Educators, volunteers and parent/guardians on the excursion will be made aware of the transport policy and procedures for supervising and assisting children while travelling in public or private transport or on walking excursions.

Particular attention will be made to assist children when boarding or alighting from all transport and when walking with children across roads or in crowded areas.

Educators will check facilities of travel to ensure it is suitable prior to children entering.

Staff Ratios and Supervision

The staff/child ratios will be assessed in the risk assessment to determine the appropriate ratio required..

Responsible adult volunteers over the age of 18 may be used to augment staff/child ratios on excursions but are not to be left alone with children.

Supervision is of utmost importance and must be maintained at all times.

At all times children will be in the care of a responsible adult.

A delegated supervisor will be appointed and have overall responsibility for the excursion.

It is the responsibility of the supervisor to maintain head counts and take the roll at appropriate times including on the bus prior to bus leaving for any destination. A full roll call is to be done by the Nominated Supervisor.

Bush walking excursions will only be undertaken in well-known areas.

Children and staff must remain on defined paths and be instructed in bush safety including what to do in case of a fire or if separated from the group.

The Manager will ensure that one Educator holds a current first aid, anaphylaxis and asthma certificate attending the excursion.



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While on the Excursion

No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing.

All children will carry an identification wristband indicating the centre's name and contact number. Under no circumstances should children have their names on the wristbands.

Information and equipment to be taken on the excursion will include:

- A list of all children on the excursion, with relevant personal details and parent contact numbers, (A list of children on excursions will also be kept at the centre).
- A list of all relevant emergency procedures and contact numbers, to be readily accessible to all staff at all times.
- A fully stocked first aid kit.
- A cup and water for children to take medication.
- Drinking water for Educators or money to be available to purchase water.

The centre's emergency, accident, illness and medication, sun protection policies will be implemented on excursions as required.

All excursions during Vacation care are compulsory. All children booked in to care will attend the excursion.

During before and after school care the Responsible Person may choose to take the children out within the local/school community, in this case written authorisation will be sort from parents/authorised nominee on the annual local excursion permission form.

It is the responsibility of all Educators to ensure that the Organisation's Policies and Procedures are adhered to while on excursions

The Responsible Person will inform Educators and any other persons attending the excursion that they have been made aware of the Transport Policy and procedures for supervising and assisting children while travelling in public or private transport or walking.

Children, who have previously displayed behaviour that has put themselves and/or others at risk, will not be able to attend.

Excursions that involve children going into water, the child's swimming ability will be provided on the permission form.



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Educators that attend excursions will wear their purple work shirt- to provide a visual for children to easily identify which adults are with the group.

Lost Child

In the event that a child is lost during an excursion the well-being and safety of the other children in the group will be considered and at least one Educator will remain with the group.

Lost child incident strategy is recorded on Risk Assessment for all excursions.

- Inform the Responsible Person.
- Ask the children if they have seen the missing child recently.
- Reassure any child who may be upset.
- Search the premises.
- Check the meeting points.
- Ask the venue Staff to begin a search and make an announcement over a loudspeaker if possible.
- Once initial checks have been undertaken and if the lost child has not been found, the Responsible Person or Educator will contact the Police and the child's parents.
- Nominated Supervisor to report as a serious incident to Regulatory Authority.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
<u>National Law</u> 165 Offence to inadequately supervise children 167 Offence relating to protection of children from harm and hazards <u>National Regulations</u> 4 (1) Definition regular outing 89 First Aid Kits 90 Medical Conditions Policy 97 Emergency and evacuation procedures 98 Telephone or other communication equipment 100 Risk assessment must be conducted before excursion 101 Conduct or risk assessment for excursion	QA 1 Program 1.1 Program 1.1.3 Program learning opportunities QA 2 Children's health and safety 2.2 Safety 2.2.1 Supervision QA 3 Physical environment 3.2 Use 3.2.1 Inclusive environment QA 4 Staffing arrangements 4.1 Staffing arrangements 4.1.1 Organisation of educators QA 5 Relationships with children	Absent and Missing Children Policy Medical Conditions Acceptance and Refusal of Authorisations Medication Administration Child Protection Programming Child Safe Environment Responsible Person Emergency Management of Incident, Injury, Illness and Trauma Supervision Inclusion Work, Health and Safety Water Safety

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<p>102 Authorisation for excursion 123 Educator to child ratio – centre-based services 136 First aid qualification 161 Authorisations to be kept in enrolment record 168 Education and Care Service must have policies and procedures 170 Policies and procedures to be followed</p>	<p>5.1 Relationships between educators and children 5.1.1 Positive educators to child interactions QA 6 Collaborative partnerships with families and communities 6.2 Collaborative partnerships 6.2.2 Access and participation QA 7 Governance and Leadership 7.1 Governance 7.1.2 Management Systems</p>	
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