

# TECOMA PRIMARY SCHOOL OSHC EXCURSION POLICY

## POLICY STATEMENT

In delivering excursions, Tecoma Primary OSHC commits:

- To planning all experiences with the needs and interests of children as a priority consideration.
- To planning all experiences in a manner that offers children a variety of learning and development opportunities.

## EXCURSION PROCEDURES

- Any excursion or incursion must be carefully planned, ensuring that a risk assessment is conducted before authorisation is sought before each child can participate in compliance with Regulation 100 and Regulation 101 of the Education and Care Services National Regulations (2011).
- These assessments consider any foreseeable risks associated with the outing. Furthermore, risk mitigation strategies and/or how risk will be minimised and/or managed are documented and communicated. The risk assessment process also documents the Excursion specifics, including but not limited to ratios, children's activities, length of stay, transportation to and from venue etc. (R101). This process ensures all information is shared with families well before children participate in activities and before families are requested to provide authorisation for the Excursion and/or Regular Outing.
- Excursions and incursion activities will be designed to expand children's understanding of the community and appreciation of the world around them.
- Written authorisation for Excursions is obtained from all parents/guardians and/or authorised nominees. This documentation process includes providing access to information about the nature and specific details of Excursions for their child (R102).
- Excursions may be cancelled if weather conditions are inappropriate for the planned activity.

## EXCURSION SPECIFIC INFORMATION AND PROCEDURES

All Excursion specifics, including activities, departure, and arrival times, are made accessible to parents upon placing their booking. Where departure and/or arrival times are outside our normal pickup and/or drop off times, this information is communicated to parents during the enrolment process for that specific day.

To ensure safety and comfort for children on excursions:

- Parents are expected to arrive at least 15 minutes prior to excursion departure time. This is communicated to parents upon booking.
- Buses will depart on time, and children who are late will not be able to attend the program, as services are closed during excursion times.
- Parents will be asked to ensure that for each excursion venue, children have appropriate:  
Clothing (including activity and weather appropriate)  
Footwear (including activity and weather appropriate)  
Lunch/drinks and snacks  
Sun protection
- Children who are unable to attend excursions will not be offered care on Excursion days as the service will be closed for the duration of the excursion.
- Staff to child ratios on excursions vary from 1:8 to 1:15 depending on risk assessment and the deemed level of risk.
- In upholding our commitment to child safety, the Nominated Supervisor will ensure that the following items are always taken on all excursions:  
First Aid Kit  
Medication as required
- › Attendance Record/Roll

- › Password protected iPad with access to all critical information including Emergency contact
- Parent Information, Medical and Contact Forms
- › Mobile Phone access.

- Responsible Person of the excursion must ensure that the Risk Assessment is discussed with all children including, aims and objectives of the excursion and items of special interest to them.
- Policy on Sun Protection will apply on all excursions.
- The Responsible Person in charge will ensure that all educators are familiar with their roles on the day – supervision, emergency procedures for a lost child, accident/injury procedures, and any other specific safety requirements.

### **IMMEDIATELY PRIOR TO DEPARTURE OF THE SERVICE**

- Educators will sit all the children down and explain to them the expectations of the day ahead, including the pairing/grouping of the educators and children.
- All children are given the opportunity to use the toilet prior to departure.
- All children must be placed in groups (Size determined by Risk Assessment) with a designated educator who will be responsible for these children throughout the excursion where required.
- A headcount must be conducted prior to children leaving the Service.
- Headcounts are made at regular intervals of at least every 30 minutes and when moving from one area to another, for example, toilets, getting on and off buses on all excursions.
- Meeting times and locations are agreed upon by all staff members prior to separating into smaller groups.
- A list of educators and children allocated are made available to each educator attending the excursion.
- Children are not left in the sole care and custody of any other person apart from educators, including any bus drivers and excursion venue staff.
- Boundaries are clearly explained and/or marked for children. Team Members will position themselves so that children are supervised at all times.
- Any Educator noticing that a child appears to be missing from the group will let the Responsible Person in charge know immediately.
- Children will have access to appropriate shaded areas to avoid excessive exposure to the sun in accordance with the policy on Sun Protection.
- Ensuring Educator: Child ratios are maintained at all times. At no time can a Team Member leave the group unsupervised.

### **SICK AND INJURED CHILDREN DURING AN EXCURSION**

- In the event that a child becomes unwell during an excursion, educators are to follow The Incidents, Accidents, Injuries Policy and the Administration of First Aid.
- If the illness is deemed to be serious (i.e. if immediate medical aid or hospitalisation is required), then follow the emergency procedures detailed in policy on and dealing with incidents, accidents, injuries and trauma.
- The Responsible person should ensure that a first aid kit is accessible at all times during excursion periods, including during transport.

### **LOST CHILDREN DURING AN EXCURSION**

If a child is unaccounted while on an excursion, the following procedures will be followed immediately to ensure the safety of all children:

- If at any point a child leaves the excursion venue and does not respond to a Team Members request to return, the Police must be contacted by the Responsible Person in charge immediately on 000.
- The Responsible Person will notify the child's parents and/guardians or emergency contact that the child has left the premises.



## COMMUNICATION

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from the OSHC program upon request.

## REVIEW CYCLE AND EVALUATION

This policy was last updated on **27<sup>th</sup> October 2022** and is scheduled for review in **October, 2023**.

Reviewed by: Rohan Thompson, Adelle Young, Rita Senior, Daniel Gasson