



Dara School

Out of School Hours Care

Excursions Policy

EXCURSIONS OSHC POLICY

1. BACKGROUND

Vacation care programs offer a balance of quality home days and exciting and challenging excursions for children. Dara OSHC (Out of School Hours Care) Service acknowledges the value of relevant excursions in allowing children to gain a greater insight into the society in which they live and learn from these experiences.

2. SCOPE

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

3. POLICY STATEMENT

The Dara OSHC Service considers excursions an integral part of the children's program and will be planned and implemented to provide a broad range of experiences. Parental permission will be sought for all excursions. All excursions will have a risk assessment and plans conducted prior to the excursion taking place.

4. IMPLEMENTATION

4.1 General

No child is to be taken outside the Service (including an excursion away from the Service that involves the use of transport or crossing the main road) without the parent's written authorisation regarding the date, proposed destination, method of transport, activities, and the number of staff to accompany and supervise the children.

- Children may be taken on walking excursions within the community when parents/caregivers have signed the authority contained in the enrolment form.
- On excursions, there will be a maximum of eight children to one adult at all times. An adult may be a staff member or volunteer. If the adult is a volunteer, they must be over the age of 18 and approved by the school to accompany staff and children on excursions. The staffing ratio of one paid staff member to every 15 children or part thereof will be maintained on all excursions.
- On outings from the Service, a responsible adult staff member will at all times be in charge of children. The Director will appoint a person in charge for each outing.
- In determining an Educator to child ratio above what is required, the following will also be considered:
 - The age and abilities of the children;
 - The destination and length of the excursion;

- The transport method used;
 - The previous experience of the accompanying adults.
- A private vehicle may be used to carry children on excursions as passengers only if:
 - It is equipped with seat belts and has an approved child seat if required.
 - It is registered and there is reason to believe that it is in a safe mechanical condition.
 - It has minimum third-party property damage insurance.
 - The driver has a full license and there is reason to believe that they are safe and responsible behind the wheel. 'L' plate drivers must not carry children.
- Before the journey begins a person in charge will ensure that:
 - No child occupies a seat that is not fitted with a seat belt.
 - Every child has their seat belt on and secured.
 - The vehicle is not overloaded as this could impede the drive and jeopardise insurance entitlements should there be an accident.
- On excursions the regular code of conduct will apply for both children and Educators. The Director will ensure that all expectations relevant to the excursion are fully explained prior to departure.
- Swimming excursions will have a higher Educator to child ratio than required.
- Adult volunteers may be used to augment child-adult ratios, and parents may be invited to assist, provided they have a certified DHS Working with Children Check.

4.2 Weather

- When excursions are planned, staff will take possible changes in weather and temperature into account.
- Weather forecasts should be checked 48 hours before the excursion.
- If planned excursions are close to areas where there is a fire danger, close monitoring of the potential danger and appropriate actions are essential.
- Educators will ensure there are sufficient shaded areas for all children to be protected from the sun, and undercover areas or enclosed areas to protect them from rain and cold weather.
- Dara OSHC Service will be flexible enough to cancel, modify or shorten an excursion if it is in the children's best interests and offer alternative experiences.

4.3 Families

- All excursions will be publicised to families and there will be no change to the publicised itinerary unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of the children.
- In the event that the weather conditions require a change to the itinerary, the Director will ensure that families are notified as soon as practicable. If this is before the departure time, a note on the day sheet or a take-home note with the details of the change will inform families.
- All excursions will require parent/guardian authorisation.

- Families will be advised if particular clothing is required, as well as snack/lunch requirements, and any other relevant information. This information will be posted on the OSHC noticeboard.

4.4 First Aid/Illness

- Parents are requested to not send their child on an excursion if the child has any signs of being unwell. This is in the best interests of all children, Educators and volunteers.
- Alternative arrangements will be made for children not going on excursions.
- When on an excursion staff will take and have accessible:
 - A first aid kit.
 - A list of all children on the excursion.
 - A list of emergency phone numbers.
 - Medication should a child require it while on an excursion (eg puffers, Epi-pen, diabetes medication).
- Should a child require medication while on an excursion the usual Service procedures regarding medication, as outlined in the Medical Conditions policy, will be followed.
- Dara OSHC Service Sun Protection policy will be implemented on all excursions.
- Before the excursion, parents will be provided with the following details:
 - Departure and arrival times.
 - Transport arrangements.
 - Costs.
 - Snack and lunch arrangements.
 - Staffing and volunteers.

5. ROLES AND RESPONSIBILITIES

5.1 The Director and Educators will be responsible for:

- Planning a quality on-site program as an alternative for children not going on an excursion.
- Meeting the needs of children who require medication, following the Medical Conditions Policy.
- Implementing the Sun Protection Policy on all excursions.
- Informing families about food for excursions.
- Developing strategies to enable employees to have breaks, in keeping with the relevant Award or Agreement.

5.2 Families will be responsible for:

- Not sending their child on an excursion if the child has any sign of being unwell.
- Adhering to the requests from the Service about clothing to be worn, food to be brought and any other specific requests.
- Being punctual and having children at the Service with sufficient time for the Educators to make the essential final arrangements for scheduled departures.

5.3 Excursion checklist

- *To Take on Excursion:*
 - A first aid kit, including at least SPF 30+ broad-spectrum water-resistant sunscreen.
 - A fully charged mobile phone.
 - A list of all children on the excursion and a list of emergency phone numbers.
 - A generic change of clothes.
- *Ensure:*
 - Children can access drinking water as required.
 - There is a procedure for regularly checking all children are present whilst on excursions.
 - There is a way for staff to communicate with each other if, through the course of the excursions, they become or are required to be separated (eg staff mobile phones).

6. OTHER OSHC POLICIES OR DOCUMENTS RELATED TO THIS POLICY

H12 Risk Assessment OSHC Policy

H2 Child Protection OSHC Policy

7. RELATIONSHIP TO REGULATIONS

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

Education and Care Services National Regulations

Children (Education and Care Services) National Law:

- 100 – Risk Assessment must be conducted before excursion
- 101 – Conduct of risk assessment for excursion
- 102 – Authorisation for excursion

8. REFERENCES

Guide to Education and Care Services National Law and the Education Care Services National Regulations 2011 accessed on 15 March 2022 from [NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf \(acecqa.gov.au\)](#)

Department for Education South Australia website Camps and Excursions procedure accessed on 15 March 2022 from www.education.sa.gov.au/doc/camps-and-excursions-procedure

Guide to Education and Care Services National Law and the Education and Care Services National Regulations 2011 at www.acecqa.gov.au (the appendices of this document provide a template for Risk Assessment Forms)

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<i>Director Signature</i>	<i>Chairperson Signature</i>