

# Next Steps Kindy & Northside Christian College Outside School Hours Care



## POLICY

### Excursion Policy

<b>Issued by:</b>	Next Steps Kindy & Northside Christian College Outside School Hours Care
<b>Issue Date:</b>	September 2019
<b>Approved by:</b>	Next Steps Kindy Board and College Board
<b>Location:</b>	Kindy and OSHC Data Base
<b>Review Date:</b>	September 2021

### Reference

- *Education and Care Services National Regulations 2011*
- *National Quality Standard*
- *Staffing Arrangement Policy*

### Purpose

The purpose of this policy is to acknowledge the value of relevant excursions in allowing children to gain a greater insight of the society in which they live, and learn from these experiences. Our service will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

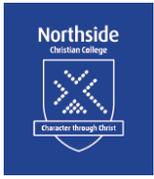
### Scope

Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

### Policy Statement

#### Excursion Risk Assessment and Planning Process

- The service must conduct a risk assessment prior to an excursion taking place.
- The risk assessment must be recorded using the Excursion Risk Assessment Form. The service must comply with these requests and make all information available to parents if requested.
- Using the Excursion Risk Assessment Form, the service must take into consideration the following:
  - Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
  - Any water hazards.
  - Any risks associated with water-based activities.
  - Transportation (to and from).
  - The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
  - Proposed activities.
  - Proposed duration.
  - Any medical conditions that need to be considered and managed for each child with specific health needs.
  - The items that should be taken on the excursion.



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- The Risk Assessment Checklist must also be conducted prior any excursion.
- A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the Authorisation for Excursion Form for an off campus excursion.
- Using the Authorisation for Excursion Form, the service will ensure that the emergency contact details for each child are up-to-date.
- The Nominated Supervisor will appoint a Supervisor to be in charge of the excursion and ensure that the qualifications, training and number of educators meet regulatory requirements.
- Families are encouraged to participate in excursions. If parents bring their child's sibling, the sibling is included in the ratios.
- Contingency plans for events such as medical emergency, accident or a lost child are carefully considered and these plans clearly communicated to all adults attending the excursion.

### Transport Considerations

The means of transport must be stated on the permission note.

Buses – ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.

### Insurance

Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the service.