GOODWOOD PRIMARY SCHOOL OSHC
EXCURSION
POLICY STATEMENT
RATIFIED BY GOODWOOD PS OSHC 22 July 2016

POLICY STATEMENT

Excursions are an integral part of the children’s program at Goodwood OSHC and will be arranged to provide a broad range of experiences for children. Parental permission will be sought for all excursions, which will be organised to comply with departmental OSHC Standards and this Policy.

Goodwood OSHC will plan excursions during vacation care. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the centre’s premises

(“My Time, Our Place” Outcome 2.1).

Permission

Parental permission will be sought in advance for all excursions. No child will be taken outside the service (including an excursion away from the service that involves the use of transport) without the parent's written authorisation regarding the date, proposed destination, method of transport and activities.

Parents will be asked to give a general excursion permission for excursions to local locations visited on a regular basis, such as the Goody Patch. Such local excursions may be undertaken without prior notice if parents of children in the group have given a general excursion permission. If an excursion is regular outing, parent authorisation is only required to be obtained once in a 12-month period. Once an initial risk assessment has been carried out for regular outing, risk assessments are not required for subsequent outings to the same place, unless there is a change to the place or venue.

In respect of all other excursions, no child will be taken outside the service (including an excursion away from the service that involves the use of transport) without the parent's specific, prior written authorisation regarding the date, proposed destination, method of transport and activities.

Specific permission is also required for swimming. By signing the excursion permission form, the parent is authorising their child to attend the activities stated.

Each excursion will be carefully planned and the potential risks assessed. When planning excursions, educators will take into consideration experiences that encourage children to investigate ideas, solve problems and use complex concepts and thinking, reasoning and hypothesising and to transfer and adapt what they have learned from one context to another

(“My Time, Our Place” Outcomes 4.2, 4.3).

Safety Briefing

Prior to departing on an excursion children will be required to be at the OSHC centre ONE hour prior to the planned departure time for the purpose of having a safety talk, and giving out the wrist band, hat and vests.

Failure to attend the safety talk may result in the child not being able to attend the excursion.

Failure to comply with the hat, wrist band and hi vis vest may result in your child not being accepted for future excursions.

Supervision

On excursions there will be a maximum of six children to one adult at all times. There will be 2 adults as floats. An adult may be a staff person or a volunteer. If the adult is a volunteer they must be over the age of 18 and will have been approved by the management committee to accompany staff and children on excursions.
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- Adequate numbers of educators to effectively supervise the children must be rostered on for excursions.
- Head counts must be conducted regularly throughout the duration of the excursion.
- Children will:
  - Wear a red hat
  - Wear a wristband with OSHC contact numbers on it
  - Wear a Goodwood OSHC yellow hi vis vest
  These all clearly state the name of the service and the wrist band has the contact phone number.
- An educator must inspect all public toilets before children use them. A buddy must accompany any child when using a public toilet.
- When walking the children, one educator must lead the group, another to follow at the back, and the remaining educators spaced along the group, walking on the road side of the footpath. When crossing a road, a pedestrian crossing must be used if possible. If there is no pedestrian crossing, the safest way to cross the road must be determined. One educator must step out onto the road, and if necessary, stop traffic from both directions. The remaining educators then lead children across the road.

When on an excursion staff will take and have accessible:
- A mobile phone
- A first-aid kit
- A list of all children on the excursion
- List of emergency phone numbers.
- Any medication for children attending the excursion

Before the excursion, parents will be provided with the following details:
- Departure and arrival times
- Transport arrangements
- Costs
- Snack and lunch arrangements

A range of factors shall determine the adequacy of supervision, including:
- Numbers, ages and abilities of the children
- Number and positioning of educators
- Each child’s current activity
- Areas where children are playing, in particular the visibility and accessibility of these areas
- Risks in the environment and experiences provided to children
- Educators’ knowledge of each child and each group of children, the experience, knowledge and skill of each educator

PROCEDURES

Planned excursions will take into account:

- Children’s ages, abilities and interests.
- Ways to maximise the children’s developmental experiences and opportunities to practice new skills.
- Suitability of the venue.
- Clothing and equipment required.
- Travel arrangements.

- When excursions are planned, educators take possible changes in weather and temperature into account. They will ensure there are sufficient shaded areas for all the children to protect them from the sun, and undercover areas or enclosed areas to protect them from rain and cold weather.
• All excursions will be publicised to all parents with full details of destination, times of departure and return, and any special items children required to bring. 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 e.g. extreme weather.

• Swimming excursions must be conducted only at recognised safe swimming areas or at sites carefully evaluated for hazards and emergency action procedures in defined areas.

• Parents are requested not to send their child on an excursion if the child has any signs of being unwell. This is in everyone’s interests.

Risk Management

A Risk Management Plan (RMP) must be prepared for each excursion. RMPs will include:

• The proposed route and destination for the excursion;
• Any water hazards;
• The transport to and from the proposed destination for the excursion;
• The number of educators or other responsible adults required to ensure appropriate supervision.
• The proposed activities;
• The likely length of time of the excursion;
• The items that should be taken on the excursion, for example, first aid kit, mobile phone and a list of emergency contact numbers;
• Verbal instructions to children on appropriate behaviour expected whilst on excursions.

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.

Educators will:

• Inform other educators in group.
• 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 Nominated Supervisor or another educator with a Supervisor Certificate will call the Police and the parents.

Transporting Children to/from an excursion:

• Children are only permitted to travel to an excursion on any form of transport with written permission from a parent.
• If using public transport (such as bus, tram, taxi, train, etc.) children must be effectively supervised at all times and never left unattended.
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- In some circumstances where the site of the excursion is close to the centre, it will be appropriate for children and the staff to walk to the site.
- The decision to walk should be preceded by a risk assessment and the route should be determined consistent with the objective of ensuring the safety of educators and children.
- Public transport should be used for centre excursions, wherever appropriate.
- When using public or private transport it is important that each journey is risk assessed, for example, when travelling by bus:
  - Ensure all bus operators hold appropriate licenses and insurance
  - Ensure they provide correct facilities i.e. wheelchair access if applicable
  - Ensure adequate adult supervision
  - Ensure children display appropriate behaviour

**Water Safety**

The service recognises the risks posed by bodies of water. The service will ensure that every precaution is taken so that children are able to enjoy water-based activities safely.

Risk assessments will be carried out for programmed water-based activities.

For water based activities, there will be a maximum of six children to one adult at all times. There will be 2 adults as floats.

- Education and Care Services National Regulations 100 to 102; 168
- National Quality Standard 2.3
- Other Service policies/documentation Health & Safety Policies.
- My Time, Our Place.

**Date of next policy review:** 22 July 2018