



# WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

## Excursions Policy

### Policy Statement

The Woodside Primary School OSHC Service aims to provide safe, enjoyable and well planned excursions inclusive of all children. Excursions are considered to be an integral part of the children's program and will be arranged accordingly to provide a broad range of learning experiences for children, including opportunities for children to expand their understanding of the arts i.e. theatre, music, dance, drama, art exhibitions etc. and to strengthen their connections with, and understanding, of their community. Educators will closely supervise children whilst they are on excursions or out of the service for any other reason, as the potential for harm is greater outside of the safety of the education and care environment.

### Procedures

The service will conduct a risk assessment before taking children on an excursion. Permission for children to attend will be sought from a parent/ guardian or other authorised person for all excursions in compliance with the Education and Care Services National Regulations.

The service is committed to ensuring children are carefully supervised to protect their wellbeing and safety during any excursion or journey from, or to, the service that involves travel in a vehicle organised by the service.

Staff will assist children to experience all the excursion has to offer by providing appropriate care and support recognising the individual challenges which may be faced by all children because of varying ages and abilities. Each excursion will be reviewed during the planning stage and a risk assessment completed and available for parents to view before the excursion.

- Children may be taken on walking excursions within the community when parents have signed the authority contained in the Enrolment Form. On walking outings educators will talk to young children about traffic and road safety.
- On outings from the service, children will at all times be in the charge of a responsible adult staff member (The Director or Responsible Person who hold First Aid certificates). The Director will appoint a person in charge for each outing.
- Educator to child ratios for excursions will be based on a risk assessment of the excursion as well as taking into consideration the National Law (sections 165, 167 and 174) pertaining to adequate supervision. (See <https://www.acecqa.gov.au/sites/default/files/2018-01/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf>)
- On excursions, the regular code of conduct for both children and educators will apply. The Director or Nominated Supervisor will ensure that all expectations relevant to the excursion are fully explained prior to departure.
- 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.
- Written permission will be obtained from families whose children are participating in the excursion. Parents/Caregivers will adhere to the requests from the service about shoes and clothing to be worn, food and drinks to be brought and any other specific requests.
  - Parents/Caregivers will be punctual (as per departure time listed on booking form) and have children at care with sufficient time for the educators to make the essential final arrangements for scheduled departures.
  - When excursions are planned, staff will 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 planned for severe fire danger rating days will still go ahead as planned where appropriate and at the discretion of the director and staff. The safety and wellbeing of the children is paramount and decisions are made accordingly. Excursions planned on catastrophic days will be postponed.
  - Parents are requested not to send their child on an excursion if the child has any signs of being unwell.
  - Alternative arrangements need to be made by Parents for children not going on excursions.
  - When on an excursion staff will take and have accessible:
    - mobile phone
    - a first-aid kit including any required medication
    - Medical information/plans for children and staff
    - A roll of all children on the excursion
    - list of emergency phone numbers for children and staff
  - Should a child require medication while on an excursion the usual service procedures regarding medication will be followed (see Medical Conditions policy). Staff will ensure that children with documented medical conditions have their medication. Medication will be kept in the first aid kit.
  - The Service's Sun & Water Safety Policies will be implemented on all excursions.
  - The risk assessment for each excursion will be available in the OSHC room.
  - Adult volunteers may be used to augment adult to child ratios on outings and family members may be invited to assist in this regard in line with the Service's Policy on Volunteers and Students.
  - Adult volunteers should be in possession of a Working with Children Check and meet screening and suitability requirements as per the Department for Education's screening and suitability:  
<https://www.education.sa.gov.au/sites/default/files/volunteer-policy.pdf?v=1593567212>

For more information on Nominated Supervisors, Directors and Responsible persons please see:

<https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf>

<https://fireflyhr.com.au/do-you-know-the-difference-between-a-nominated-supervisor-responsible-person/>

<https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/roles-and-responsibilities/oshc-directors-role-and-responsibilities>