

Excursions

Policy Statement: East Marden Primary School OSHC will plan and program a variety of experiences based on children's emerging interests, suggestions, and ideas. The service will ensure that thorough precautions and risk assessment measures are undertaken to uphold the safety and wellbeing of educators and children.

Policies and Procedures

- Parents / guardians will be provided with details of excursions that include: date and time of excursion, proposed destination, method of transport, and programmed activities no later than one week before scheduled excursion.
- Consent and authorisation for children to attend excursions must be signed by parents/ guardians when submitting the booking form.
- Excursion activities must be well-planned and require an in-depth risk assessment process to support educators in maintaining the duty of care of children in attendance. Factors that must be considered when planning for excursions include:
 - Route of transportation, estimated departure / arrival times
 - Procedures for embarking and disembarking from transportation
 - Nature and range of activities specific to the programmed excursion
 - Barriers and strategies that may impact the quality of supervision
- The educator and child ratio for excursions will be followed in accordance to the National Quality Standards (NQS). In determining the activity specific educator : child ratio, the following will be considered:
 - Children with additional needs
 - Age and abilities of children
 - Facilities and environment of the excursion venue that impact safety and supervision
 - Experience of educators
- To ensure that children are safe and accounted for, head counts will be conducted at the following intervals:
 - When leaving the service for an excursion
 - Arriving at the excursion destination
 - Departing the excursion to return to the service
 - Upon return to the service

- Before departing by any method of transportation for an excursion, staff will ensure that every child has seat belts fastened and secured.
- Educators will implement dynamic risk assessments to respond to changes in weather, temperature and conditions of the excursion. Educators will seek out for shaded areas and undercover areas to protect children from extreme weather conditions. Excursions may be suspended or cancelled due to weather / environmental hazards. The Director will provide notice to families / guardians of any changes to excursion activities as soon as possible.
- Educators will ensure the following items are accessible on an excursion:
 - First-aid kit
 - A list of all children on the excursion
 - List of emergency phone numbers
 - Medical plans and medication packs for educators / children
- For the safety of all educators and children, parents should not send children on an excursion if the child has any signs of being unwell.
- Should a child require medication while on an excursion, the usual service procedures regarding medication will be followed. Educators will ensure that all medication and medical plans are packed and readily available in the case of an emergency. Educators will ensure the medication is administered as per action plan.
- Adult volunteers and parents may be invited to assist excursion experiences. All volunteers and parents accompanying children on excursions will be required to have undertaken Child Safe Environments training, and have attained a current Working With Children's Check clearance.

Notifications of Serious and Critical incidents

- In the event of a serious incident, the site leader must follow the incident coordination managing incidents of extreme severity flowchart for reporting requirements. Parents must be notified as soon as practicable following the incident. The site must then:
 - Complete an incident, injury, trauma and illness record to notify the parents of the incident where relevant and obtain a signature of the witness / parent on the record
 - Make a report on IRMS within 24 hours – including outcomes for the child and strategies undertaken to reduce the risk of incident reoccurring

The Regulation and Compliance Team will make notifications of serious incidents to the Education Standards Board on behalf of the service within 24 hours of the event (pursuant to regulations 176 of the National Regulations).

LINKS TO THE NATIONAL QUALITY STANDARD

The importance of actively supervising children to promote children's health, safety and learning is reflected in Quality Area 2 of the National Quality Standard (NQS), in particular:

Standard 2.2: Each child is protected. Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

LEGISLATIVE REQUIREMENTS

National Law

Section 165: Offence to inadequately supervise children.

Section 167: Offence relating to protection of children from harm and hazards

Section 174: Offence to fail to notify certain information to Regulatory Authority

NATIONAL REGULATIONS

Regulation 101(2)(f): Supervision during excursions.

Regulation 115: Premises designed to facilitate supervision.

Regulation 168(2)(h): Policies and procedures are required in relation to providing a child safe environment.

Regulation 176: Timeframes for notifying certain information to the Regulatory Authority.

Regulation 102C(2)(g): Supervision during transportation.

Regulation 102E*: Children embarking a means of transport - centre based service

Regulation 102F*: Children disembarking a means of transport - centre based service

Regulation 168(2)(ga): Policies and procedures are required in relation to transportation.

Last Reviewed: May 2023

Next Review: May 2026