



East Adelaide School Out of School Hours Care Excursion Policy.

Background:

The East Adelaide vacation care program offers a balance of centre based days and excursion days for children aged between 4 to 13 years.

Example policy statement:

East Adelaide Out of School Hours Care (OSHC) considers excursions an integral part of the children's vacation care program and will be planned and implemented to provide a broad range of experiences. Parental permission will be sought for all excursions. Each excursion will be carefully planned and the risks assessed.

Relationship:

Regulations	National Quality Standard	Other policies/service documentation	Other legislation/Guidelines
168	2.3		
		Risk Assessment Policy Camps and Excursions Guidelines Consent forms Emergency and Evacuation Policy— Bushfires, Sun Protection Policy Medical Conditions Policy	Camps and Excursions guidelines

General

No child will be taken outside the service premises on an excursion without the parent's/guardian's written authorisation (consent) on a form that includes the following:

1. Child's name
2. Reason for leaving the premises
3. Date
4. Description of the proposed destination
5. Method of transport
6. Proposed activities to be undertaken
7. Period that the child will be away from the premises
8. Ratios

Policy Revision May 2018

Policy Review: May 2021

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. If there are new children or new educators, these factors will need to be addressed in the risk assessment.

The risk assessment should address the following:

1. The age and abilities of the children
2. The destination and length of the excursion
3. The transport to be used
4. The previous experience of the accompanying adults
5. The expected activities that children will participate in

- On excursions, the regular code of conduct for both children and educators will apply. The director will ensure that all expectations relevant to the excursion are fully explained prior to departure.

Weather

- When excursions are planned, staff will take possible changes in weather and temperature into account.
- Weather forecasts will be checked 48 hours before the excursion. Excursions during the summer months check with their local CFS, MFS and/or the Bureau of Meteorology to monitor weather warnings that may be related to the location of the excursion, and implement contingency plans if required.
- If planned excursions are to areas where there is fire danger, close monitoring of the potential danger and appropriate actions are essential.
- Educators 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.
- Programs must be flexible enough to cancel, modify or shorten an excursion if it is in the children's best interests and to offer alternative experiences.

Family information

- 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 can be posted near the sign in/out sheets.

Other considerations

- It is recommended that staff visit excursion venues prior to their inclusion on the program, to ensure risks are minimised.
- Children with additional needs will be identified prior to excursion and additional educators will be rostered on if required. The service will apply for Inclusion Support Funding to assist these children if applicable.
- The Director will communicate with the venue to ensure children with additional needs can participate.
- Risk Assessment will include any additional information regarding children requiring additional support.

Roles and responsibilities

The director and educators will be responsible for:

- Meeting the needs of children who require medication, in accordance with the Medical Conditions Policy.
- Implementing the service's 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.
- Ensuring that the child/adult ratios are adhered to.

Families will be responsible for:

- Not sending their child on an excursion if the child has any signs 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 care with sufficient time for the educators to make the essential final arrangements for scheduled departures.
- Providing a hat for children to take with them.
- Providing children with a full bottle of water.

Excursion checklist

To take on excursion

- A first aid kit, including 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 excursion, they become or are required to be separated (eg. staff mobile phones or walkie talkies).

Resources/References

1. Camps and Excursions Guidelines for Schools and Preschools at www.decd.sa.gov.au/docs/documents/1/CampsandExcursionsGuide.pdf
2. 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)
3. Education and Care Services National Regulations under the Education and Care Services National Law—2011 at www.acecqa.gov.au
4. Disability Services: For information about disability services in South Australia, phone Disability Information service on 1300 786 117 or email your enquiry to disabilityinfo@dfc.sa.gov.au
5. ACEQUA Risk Assessment Template <https://www.acecqa.gov.au/media/22736>