

Our Lady of Hope Greenwith Campus Outside School Hours Care



POLICY DOCUMENT

<h2>EXCURSIONS</h2>

EXCURSION

BACKGROUND

Vibrant vacation care programs offer a balance of quality home days and exciting and challenging excursions for children.

POLICY STATEMENT

The Our Lady of Hope Greenwith Campus OSHC service considers excursions an integral part of the children's 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		
100–102		Risk Assessment Policy	Camps and Excursions Guidelines
		Consent forms	
		Emergency and Evacuation Policy— Bushfires, Sun Protection Policy	
		Medical Conditions Policy	

HOW THE POLICY WILL BE IMPLEMENTED

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. Anticipated number of children sharing the excursion
 9. Anticipated number of educators on the excursion
 10. Anticipated number of other staff and any other adults on the excursion
 11. An assurance that risk assessment has been completed.
- 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. Where there are new children or new educators, these factors need to be addressed in the assessment of risk. 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.

WEATHER (to be read in conjunction with the sun policy)

- When excursions are planned, staff will take possible changes in weather and temperature into account.
- Weather forecasts will be checked from 48 hours and continue until the day of the excursion. During the summer months we will 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 will 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.
- If 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 an email 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 will be advised in the Vacation Care Program.

OTHER CONSIDERATIONS

- It is recommended that staff visit excursion venues prior to their inclusion on the program, to ensure risks are minimised.

IN THE EVENT A CHILD BECOMES ILL OR SUSTAINS AN INJURY WHILST ON THE EXCURSION:

- The child will be given first aid, made comfortable. If the injury or illness prevents the child from participating in the excursion their parent/guardian will be contacted advising them of their condition and asked to collect them. In the event of a serious injury or illness, an ambulance will be called to transport the child to the appropriate hospital and their parent/guardian will be advised.

IN THE EVENT A CHILD DISPLAYS SYMPTOMS FOR AN INFECTIOUS DISEASE OR AN INFESTATION WHILST ON THE EXCURSION:

- The child will be withdrawn from the main group and taken to a separate area, where the educator will further assess the child's current health condition and maintain surveillance whilst making the child comfortable.
- An educator will contact the family or, if unsuccessful, the emergency contacts in order of priority and advise the emergency contact of the child's condition and request that the emergency contact make immediate arrangements to collect the child from the excursion.

TRANSPORT

- The bus driver will have a current licence and a police clearance.

IN THE EVENT OF A BREAKDOWN:

The staff member in charge will inform the parents of the breakdown if necessary.

IN THE EVENT OF AN ACCIDENT:

- In the case of a vehicle accident the staff person in charge or the driver will:
 1. Check to see if any children or staff are hurt, conduct first aid and phone for an ambulance if necessary.
 2. Comfort and calm the children.
 3. Ensure that the children are safe at all times.
 4. Take the required details of the other driver involved: name, contact, registration number, driver's licence, insurer and any damage made to either vehicle.
 5. Phone the centre to inform the Director, and organise alternative transport.
 6. Phone the police if necessary.
 7. Make an accident report on return to the centre.
- The Director will inform the parents of the incident, and ensure that all the appropriate accident procedures are undertaken.

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

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 not 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.

EXCURSION CHECK LIST

Prior to excursion

- 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.
- All children will be instructed what to do if they are separated from the group.
- Wrist bands will be given out to the children to wear identifying they are from our OSHC service with a contact number.

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.

While on excursion

- Before the children use the public toilets, a staff member will check them to ascertain the safety and hygiene risks. **A staff member must always accompany children to the toilet** and exercise due diligence to ensure safety until all children have finished using the facilities.
- Children will have access to drinking water as required.
- Children's presence will be continually checked whilst on excursions.
- Staff will communicate via walkie talkies or mobile phones.

RESOURCES/REFERENCES

- Camps and Excursions Guidelines for Schools and Preschools at www.decd.sa.gov.au/docs/documents/1/CampsandExcursionsGuide.pdf
- Camps and Excursions Guidelines for Catholic Schools
<http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/Get/Document-11301/Excursions%2C+Camps%2C+Adventure%2C+Physical+and+Sporting+Activities+Procedures28Feb2012.pdf>
- 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)
- Education and Care Services National Regulations under the Education and Care Services National Law—2011 at www.acecqa.gov.au
- DECD OHS&W Hazard Management at www.decd.sa.gov.au/hrhealthsafety/pages/hazards/managehazards/
- 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
- Example risk assessment: Risk assessment example—Walk to local park at www.decd.sa.gov.au/childrensservices/files/links/Risk_example_walk_to_park.doc

ATTACHMENTS

Appendix A - Excursion Planning and Checklist

Appendix B - Excursion Permission Form

Appendix C - Proposal for Vacation Care

Appendix D - Risk and Safety Management Checklist and Excursion Risk Management Plan

Appendix E – Excursion Risk Assessment

(Chairperson)

(Date Reviewed)

(Principal)

(Date Reviewed)

