



South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd
Turrumurra 2074 NSW (02) 9144 4769



Excursions

Policy

Excursions provide diversity to a program, as well as opportunity to expand children's experiences through different environments and activities. When planning excursions, educators will consider experiences which will encourage children to investigate new ideas, use problem solving skills and complex concepts to transfer and adapt what they have learned from one context to another ("My Time, Our Place" Outcomes 4.2, 4.3). As children's welfare and safety is paramount at South Turrumurra OOSH, each excursion will be thoroughly planned, all risks will be assessed and parent's permission will be sought for all excursions.

Legislative Requirements & Relevant Policies

- South Turrumurra OOSH "Providing a Child Safe Environment" Policy
- Child protection policy
- South Turrumurra OOSH Risk Assessments
- Education and Care Services National Regulation (99(4)(a), 100-102, 168(2)(g))
- Children (Education and Care Services) National Law (NSW) No 104a (165, 167-169)
- 'My Time, Our Place' Framework for School Aged Care in Australia (2011)
- National Quality Standards 1.1, 1.2, 2.2, 6.2, 7.1, Elements 1.1.1, 1.1.3, 1.2.1, 2.2.1, 2.2.2, 2.2.3, 6.2.3, 7.1.2

Procedure

Planning

When planning an excursion, the following will be taken into consideration:

- I. The appropriateness of the activity to the ages, abilities and interests of the children attending.
- II. Children interests and suggestions.
- III. Ways to maximise learning and development opportunities.
- IV. Suitability of the venue i.e. access to food, drink, toileting facilities and shade.
- V. Equipment and clothing required.
- VI. Feedback on previous excursions from staff, parents, and children.
- VII. Staffing arrangements.

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- VIII. Cost.
- IX. Weather.
- X. Travel Arrangements.

Risk assessments

- In accordance with the National Regulations, a risk assessment will be completed prior to authorising an excursion.
- The risk assessment will identify and assess any risks that the excursion may pose to the safety, health or wellbeing of any attending children and staff as well as how risks have been minimised.
- Risk assessments for excursions will include the following:
 - The proposed route and destination of the excursion.
 - Any water hazards.
 - Any risks associated with water-based activities.
 - Transport to and from the proposed destination for the excursion.
 - The number of staff and children involved in the excursion.
 - The number of staff required to meet ratios and if any staff with specialized skills/training are required.
 - The proposed activity.
 - An estimated duration of the excursion.
 - Site specific hazards.
 - Any verbal instructions to be given children before or during the excursion.
 - Items that should be taken on the excursion.
- If an excursion is repeated, risk assessments will be reviewed and adjusted as conditions change.
- Risk assessments will be kept and maintained digitally and will always be accessible whilst on excursions.
- Risk assessments are to be completed by one staff member and signed off by the coordinator or if completed by the coordinator, sighted, and signed off by a deputy or educational leader.

Policies

- Service health and safety policies and behaviour management policies will be taken into consideration and implemented when planning and carrying out the excursion.

Parental Consent

- In addition to a risk assessment, written parental permission is to be obtained before any child is taken out of the South Turrumurra Public School grounds.
- A written authorisation will state:
 - The child's name.
 - The reason the child is being taken outside of the premises.
 - The date the child is to be taken on the excursion (unless authorisation is for a regular outing).
 - A description of the proposed destination for the excursion.
 - The method of transport to be used for the excursion.
 - The proposed activities to be undertaken by the child during the excursion.
 - The estimated period the child will be away from the premises.
 - The anticipated number of children likely to be attending the excursion.



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- The anticipated number of staff likely to be attending the excursion.
 - That a risk assessment has been prepared and is available at the service.
- If the authorisation is for a repeated excursion/outing, authorisation will be re-obtained every 12 months.

Equipment and Information

- The following must be taken on excursions/outings:
- Risk assessments for all activities and transport.
 - Emergency contact numbers for all children and staff.
 - Emergency first aid kit and SPF 30+ water resistance sunscreen.
 - Asthma kit.
 - Emergency EpiPen.
 - Centre mobile phone.
 - Medication and Medical Action Plans for any child in attendance with a medical condition.
 - Attendance Rolls for children and staff.

Transportation

- Written parental permission must be obtained for children to travel to an excursion on any form of transport.
- Turrumurra OOSH will favor private bus charters but may also make use of public transport.
- If the site of the excursion is near the Centre the group may, with written parental permission, walk to the destination.
- If travelling by public or private transport to an excursion e.g. travelling by bus, a risk assessment must be carried out and ensure:
 - All bus operators hold appropriate licenses and insurance.
 - Has appropriate facilities such as wheelchair access if required.
 - Ensures adequate adult supervision.
 - Ensure children follow appropriate behaviour guidelines as set by educators.
- In the case of a breakdown, educators will ensure children remain safe and ratios of educator to children will be maintained. Under no circumstance will children be left in the sole custody of bus drivers or any other persons.
- In the circumstance of arriving back at the service later than anticipated, effort will be made to contact parents and the service if staff present prior to the planned arrival time.
- It is the responsibility of parents to drop their children at the OOSH prior to the advertised excursion departure time. If a child is not dropped off in time, they may not be able to attend the excursion and excursion fees will be forfeited.

Water Safety

- If the excursion is a swimming excursion, parents will be asked to inform in writing, their child's swimming abilities and the children will then be grouped according to the appropriate allowable depth.
- Children may not be able to participate in a water-based activity if they do not possess a safe level of swimming ability for the activity.
- Please refer to creating a child safe environment policy for further information regarding water safety.



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Staff to Child Ratios and Supervision

- Supervision is extremely important on excursions and will be maintained at all times.
- Ratios of educators to children are determined by a risk assessment, the ages and abilities of the children participating and the nature of the activities. We will maintain ratios of between 1:8 and 1:4 on excursions.
- Children will be briefed on any rules, risks and emergency procedures applicable to the excursion, prior to departure.
- Head counts and Roll Calls will be conducted at natural intervals such as entering transport, mealtimes and when returning from bathrooms.
- If a child needs to use the toilet, an educator will accompany the child and at least one other child to the bathroom and inspect the facilities prior to use. All children will be accounted for upon entering and exiting the bathrooms.
- When walking in potentially risky areas, children will walk in lines. One educator will lead the group and one educator will follow behind the group, with the remaining educators dispersing themselves on both sides down the group.
- When crossing the road, pedestrian crossings will be used. If in a circumstance where this is not possible, educators will deem the safest place to cross and an educator will step out onto the road and stop traffic, if necessary, until all children are safely to the other side.

Lost Children

The following steps will be taken in the case of a missing child:

- Inform all educators in the group.
- Ask the children if they have recently seen the missing child.
- Reassure any children who may be upset and/or distressed.
- Ensure the children are safe and well supervised before searching the premises and surrounding area, including meeting points.
- Ask the venue staff to being a search and make an announcement if possible.
- If the child remains missing after 20 minutes, the RP in Charge will contact the police and the family.