

Excursion Policy and Procedure

At Littlehampton Primary School OSHC, we consider excursions to be an integral part of the Vacation Care program and provide a broad range of challenges and experiences for the children in our care.

Procedures:

RISK ASSESSMENTS

- A **risk assessment** for every excursion is to be undertaken prior to each block of Vacation Care. A copy is to be available for families to read in a folder located in the sign in area at least 2 weeks prior to the commencement of each block of Vacation Care. Families are to be informed that the risk assessments are available for them to read. Information to be included in **risk assessment**:
 - date and destination of excursion
 - departure and arrival times
 - proposed activities
 - method of transport
 - name and phone number of excursion coordinator
 - number of children attending
 - educator to child ratio
 - identification of hazards.

PARENT/CAREGIVER PERMISSION

- Parent/caregiver permission will be sought for all excursions in compliance with departmental OSHC standards. The Vacation Care booking form will be provided to parents/caregivers which must include:
 - date
 - proposed destination
 - method of transport
 - activities planned for specified excursions
 - cost of the excursion day (Child Care Subsidy included in fee).

This form must be read, signed and returned to the OSHC service by parents/caregivers to allow their children to be booked into care.

SUPERVISION

- On excursions, children will at all times be in the care of a staff member. The Director will be in charge of, or appoint a suitably qualified person in charge, for each excursion.
- A minimum of 2 staff must be in attendance on every excursion. A ratio of 1:8 staff to children will be maintained on every excursion unless an alternate ratio is required (for example if smaller groups are required) as determined by the excursion risk assessment which must take into account:
 - age and abilities of each child
 - destination and length of the excursion
 - transport to be used

- siblings and behavioural considerations
- previous experience of the accompanying staff.
- Children will be required to wear badges on excursion with the OSHC mobile number printed on it.
- The **Sun protection Policy** will be implemented on all excursions.
- Provisions will be made on all excursions to manage possible changes to weather and temperature.
- When on excursion staff will take and have access to:
 - a first aid kit
 - risk assessment documentation
 - a list of all children attending the excursion
 - a list of emergency contacts for children and staff
 - medication for children if required and
 - a mobile phone.
- Staff will undertake regular roll calls (as defined in **Roll Call and Supervision Procedure**) when on excursion, including but not limited to:
 - when boarding and exiting the bus
 - when grouping into line and changing areas.

Roll calls will be recorded at the time they occur on the risk assessment documentation which will be with staff.
- Should a child require medication whilst on an excursion, the service procedures regarding medication as outlined in the Administration of Medication Policy will be followed.

CANCELLATION OF EXCURSIONS

- All excursions on CODE RED CATASTROPHIC fire days will be cancelled and the OSHC closed as per **Emergency Procedures Policy**. Excursions on Total Fire Ban days may be cancelled if updated assessment of risk deems it unsafe to proceed. Cancellation of excursions will be decided on the day (or prior in case of Catastrophic Code Red) and families will be notified as soon as possible. The additional excursion costs will not be charged to families in the case of cancelled excursions.
- The Vacation Care program may be altered at any time as per direction from the Department and/or Governing Council in the event the planned activity or event is no longer considered safe or appropriate due to changing circumstances that increase risk to an unacceptable level.

Reviewed February 2023