

Aberfoyle Hub School OSHC

Excursions

Approval date: March 2021

To be reviewed: March 2024

POLICY STATEMENT ON EXCURSIONS

Excursions are an integral part of the children's program at the Aberfoyle Hub OSHC Service and will be arranged to provide a broad range of experiences for children. Parental permission will be sought for all excursions, which will be organised to comply with departmental OSHC Standards.

Relationship

Regulations	National Quality Standards	Other Policies/ Service documentation	Other Legislation/ Guidelines
168, 168(2)(ga)	2.2	Risk Assessment Policy Policies, Procedures (transportation)	Camps and Excursions Guidelines
100-102(B,C,D)	2.2.1, 2.2.2	Transport Risk assessment, Conducted & Authorisation of service transport	
		Sun Protection Policy Inclement Weather Policy	
		Medication Policy	

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

General

- No child is to be taken outside the service (including an excursion away from the service that involves the use of transport or crossing a main road) without the parent's/guardian's written authorisation on a form that includes the following:
 1. child's name;
 2. reason for leaving the premises;
 3. date;
 4. description of the proposed pick up location and destination;
 5. means of transport;
 6. proposed activities to be undertaken;
 7. period of time that the child will be transported;
 8. anticipated number of children attending the excursion;
 9. anticipated number of educators on the excursion who will accompany and supervise the children during transportation
 10. anticipate number of other staff and any other adults on the excursion during transportation
 11. an assurance that risk assessment has been prepared and is available at the care and service;
 12. all children and staff to wear a seatbelt while being transported,educators will check that every child has their seat belt on and are secured
- Children may be taken on walking excursions within the community when parents/gurdians have signed the authority contained in the Enrolment Form.
- 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 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; and
 5. the expected activities that children will participate in.

- Single staff services: more than one adult must accompany children on excursions that involve leaving the close proximity of the service.
- On outings from the service, children will at all times be in the charge of a responsible adult staff member. The director will appoint a person in charge for each outing.
- Adult volunteers may be used to augment adult:child ratios on outings. Families may be invited to assist.
- On swimming excursions there will be a maximum of five children to one carer at all times, according to the departmental OSHC Standards. A carer is a volunteer over the age of 18 approved by the management committee to accompany staff and children on swimming excursions. Additionally, at least one of the adults in charge of children swimming will have a senior first-aid certificate and a current basic rescue certificate and resuscitation certificate or its equivalent.
- Parents/Guardians are requested not to send their child on an excursion if the child has any signs of being unwell. This is in everyone's interests.

Weather

- When excursions are planned, staff will take possible changes in weather and temperature into account.
- They 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.
- The service's sun-protection policy will be implemented on all excursions.
- Programs will be flexible enough to cancel, modify or shorten an excursion if it is in the children's best interest and to offer alternative experiences.

Family Information

- All excursions will be publicised to all families with full details of destination, times of departure and return, staff and volunteers attending, and any special items children are required to bring. 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.

- Before the excursion, families will be provided with the following details:
 - departure and arrival times;
 - transport arrangements;
 - costs;
 - snack and lunch arrangements;
 - if particular clothing is required; and
 - staffing and volunteers.
- In the event that the weather conditions require a change to the itinerary, the director will ensure that all 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.

Transport

- Excursions requiring transport will require that parents/guardians to sign a consent form. The consent form will provide parents/guardians with full details about travel arrangements and other details as listed above.
- Private bus service by Flagstaff Coaches will pick up and set down all OSHC patrons at the OSHC main gate on Jeanette Crescent. Details of the destination drop off and pick up are discussed with the Director and driver at booking time of the buses in the best interest of the safety of all patrons. This will then be included in our Risk assessment procedure.
- All Children will be role called before leaving the OSHC service, a head count is done on embarking the transport and disembarking the transport. With a role call once everyone is seated on the bus. During excursions the staff are allocated a number of students to stay in their groups. And when OSHC regroup they are all accounted for via a role call.
- A private vehicle may be used to carry children on excursions as passengers only if:
 - it is equipped with seat belts;
 - it is registered and there is reason to believe that it is in safe mechanical condition;
 - it has minimum third-party property damage insurance; and
 - the driver has a full or provisional license and there is reason to believe that they are safe and responsible behind the wheel. 'L' plate drivers must not carry children.
- Before the journey begins a person in charge should ensure that:
 - no child occupies a seat that is not fitted with a seat belt;
 - every child has their seat belt on and secured; and
 - the vehicle is not overloaded as this could impede the driver and also jeopardise insurance entitlements should there be an accident.

- When department school buses are used to transport children, procedures will be developed with reference to AIG 1-124 School transport.

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 families of the incident, and ensure that all the appropriate accident procedures are undertaken.

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 an Educator will check them to ascertain the safety and hygiene risks. **An Educator must always accompany children to the toilet** and wait inside the toilet area until all children have finished using the toilet 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.

UNFORSEEABLE CIRCUMSTANCES

- In the event that an excursion location must be changed due to unforeseeable circumstances, standard cancellation times and fees will apply as per policy.
- The direct line manager, parents, caregivers, and students will be notified of the change of venue as soon as possible.

SPLIT EXCURSIONS

- In the event that a split excursion has been organised, a minimum of 16 children, unless otherwise plausible, will be required to attend both excursion options in order to meet staffing requirements.
- If the minimum attendance requirements are not met, the excursion option with the lower number of attendees will be cancelled, and all attendees will be required to attend the alternative option.
- Standard cancellation times and fees will apply as per policy.
- The direct line manager, parents, caregivers, and students will be notified of the change of venue as soon as possible.