

EXCURSION/INCURSION/EXTRA-CURRICULAR ACTIVITIES POLICY

Playford PS OSHC and Vacation Care believe that excursions are an integral part of the children's program at Playford Vacation Care. Excursions are a valuable experience for children, families and staff. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities.

Playford PS OSHC and Vacation Care aim is to provide safe, enjoyable and well-planned excursions inclusive of all children. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. We will ensure the health, safety and wellbeing of each child is always maintained whilst participating in an excursion. Excursions will be capped due to bus capacity and staffing.

AUTHORISATION FOR EXCURSIONS

Permission for children to attend an excursion will be sought from a parent/guardian for all excursions in compliance with the Education and Care Services National Regulations. Playford PS OSHC will provide families with a Vacation Care agenda and booking form, which will include the following details:

- Child's name
- Date, cost, departure and return times, destination
- Specific requests for participation of excursion, i.e. clothing attire, items children are required to bring
- Parent/guardian contact details
- Terms and conditions
- Signature of parent/guardian for permission to participate in the excursion

No child will be taken on an excursion unless written permission from the parents or legal guardian has been received via the Playford PS Vacation Care Booking Form.

No child/rens booking for vacation care will be processed if the following information is not provided.

RISK ASSESSMENT

A risk assessment will be conducted by the Director prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion. It will specify how the service will manage any risks identified. The risk assessment for each excursion will provide the following details specific to each excursion:

- Date and name of excursion
- Proposed route, destination and duration of the excursion
- Description of the excursion
- Transport to and from destination
- Number of Educators, responsible persons
- Potential hazards or risks associated with the excursion and the management of those hazards/risks
- Items to be taken on the excursion e.g. mobile phone, list of children attending, emergency contact list, medication etc
- Responsible person in charge of the excursion

SUPERVISION

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, considering ratios and all risks and hazards identified in the risk assessment. Educator to child ratios will be based on the risk assessment of the excursion as well as the National Law and Regulations (sections 165, 167 and 174) pertaining to adequate supervision.

The venue will be assessed as safe for all children and adults on the excursion and be easily supervised and accessible. When it is not possible or appropriate for the whole group to move together, smaller groups will be organised and include at least one staff member. Educators are responsible for the careful supervision of their own group of children and regular counts of children in the group will be conducted.

- Children must be supervised when going to the toilet
- Children must be supervised when embarking and disembarking transport

TRANSPORT AND TRAFFIC

Safety of children will be considered in the choice of route and mode of transport during any excursion to and from the service. Our service will follow all applicable SA road rules as well as the Kids and Traffic Early Childhood Road Safety Education Program best practice recommendations for transporting young children safely in buses. Every rational precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or falls behind the group.

When transporting children in a bus for an excursion, Playford PS OSHC and Vacation Care will:

- Hire a private bus that meets all the safety requirements and is a certified company
- Written consent is obtained by parent/guardian prior to their child travelling on the excursion
- Buses used for excursions must be fitted with suitable child restraints within the meaning of Regulation 110G of the Motor Traffic Regulations 1935 (seat belts)
- Children's seat belts are checked to ensure all children have buckled up
- Each child and Educator must be sitting in a seat with a working seatbelt
- Ensure that children enter and exit the bus via the front left-hand side door of the bus
- When getting on and off the bus, Educators are to arrange themselves so that one Educator member is on/last off the bus to ensure no child is left behind
- Ensure there are no loose or sharp objects inside the bus that could cause injury if an accident occurs
- The risk assessment for the excursion includes any potential risks/hazards regarding the bus
- When children embark bus, an educator is stationed on the bus and another educator is stationed at the stairs to assist children and count numbers as they board in addition to procedure 16 of the Excursion Policy
- When children disembark and educator is stationed off the bus in a safe designated area, the second educator stands at the door to assist children off the bus
- A third educator checks the bus for property and any children to ensure nothing or no-one is left behind

Note: Playford PS OSHC and Vacation Care only use bus transportation for an excursion.



POLICY AND PROCEDURE

Below is the policy and procedures used when planning and conducting an excursion:

1. All excursions are thoroughly researched and consider the developmental experience; age, capacity and interests of the children; and safety of children.
2. Director books venues and transportation.
3. Vacation Care Booking Form is made available to families with details of the excursion and written authorisation.
4. Written permission is obtained from each child participating in the excursion.
5. A risk assessment is conducted for each excursion.

The service reserves the right to refuse care for a planned excursion if the risk assessment identifies that participation may pose a safety concern for the child, other children, or educators. This decision will be based on the child's individual needs, behaviour, medical requirements, supervision ratios, and the nature of the excursion environment.

Although all efforts are made regarding educator to child ratio 1:1 care is not provided within an OSHC setting.

Examples of situations where excursion participation may not be safe include (but are not limited to):

- Children who are at risk of absconding
- Children who have violent or unpredictable outbursts
- Children who are unable to follow safety rules or instructions, resulting in unacceptable levels of risk
- Children whose medical needs cannot be safely met in the excursion environment despite planning and adjustments

In such cases, the service will communicate with families and provide alternatives where possible, including attending OSHC onsite instead of the excursion (if staffing ratios and supervision requirements allow). Director will take possible changes in weather and temperature in account. They will ensure there are enough shaded areas for all children to protect them from the sun and undercover or enclosed areas to protect them from rain.

6. If the safety and wellbeing of the children may be affected by the elements of the weather, decisions are made accordingly, which may include that excursions are postponed or changed. Notification will be provided to all families booked in for the excursion.
7. A responsible person is appointed to oversee the excursion.
8. The regular code of conduct for both children and educators will apply. The Director or responsible person will ensure that all expectations relevant to the excursion are fully explained prior to departure.
9. Educator to child ratios are based on the risk assessment and National Law and Regulations.
10. Parents/Guardians will be punctual (as per departure time listed on booking form) and have children at care with enough time for Educators to make the essential final arrangements for scheduled departures.
11. Parents are requested not to send their child on an excursion if the child has any signs of being unwell.
12. The service's Sun Protection Policy and Water Safety Policy will be implemented on all excursions.
13. When on an excursion Educators will take and have access to:
 - Work Mobile phone
 - List of all the children on the excursion
 - List of emergency contacts for all children and staff
 - Risk assessment for the excursion



- First Aid Kit, including accident/medication forms to record on
 - Medical Plans and medication for children and staff that require it
 - Sunblock if required due to UV index and excursion location
 - Camera
14. Should a child require medication whilst on an excursion, the usual service procedures regarding medication will be followed as per Medical Conditions Policy and Administration of First Aid Policy.
15. A role call is conducted prior to leaving OSHC and again before leaving the venue to ensure no-one is left behind.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
2.2	Safety	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.1	Supervision	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.2	Incident and emergency management	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 51(4A)	Conditions of service approval- ensure number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
S.165	Offence to inadequately supervise children
Sec.167	Offence relating to protection of children from harm and hazards
4 (1)	Definition regular outing
89	First Aid Kits
90	Medical conditions policy
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children



102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
123	Educator to child ratios-centre-based services
136	First Aid qualifications
149	Volunteers and students
151	Record of educators working directly with children
158	Children’s attendance record to be kept by approved provider
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
168	Policies and procedures are required
170	Policies and procedures to be followed

REVIEW

POLICY REVIEWED BY	Jason Sheehy	Principal	01/12/2025
POLICY REVIEWED	02/03/2026	NEXT REVIEW DATE	02/03/2027
VERSION NUMBER	V2026.03		
MODIFICATIONS	- Excursions will be capped due to bus capacity and staffing. - No child/rens booking for vacation care will be processed if the following information is not provided. Note: Playford PS OSHC and Vacation Care only use bus transportation for an excursion. <i>The service reserves the right to refuse care for a planned excursion if the risk assessment identifies that participation may pose a safety concern for the child, other children, or educators. This decision will be based on the child’s individual needs, behaviour, medical requirements, supervision ratios, and the nature of the excursion environment. Although all efforts are made regarding educator to child ratio 1:1 care is not provided within an OSHC setting.</i> Examples of situations where excursion participation may not be safe include (but are not limited to): - Children who are at risk of absconding - Children who have violent or unpredictable outbursts - Children who are unable to follow safety rules or instructions, resulting in unacceptable levels of risk - Children whose medical needs cannot be safely met in the excursion environment despite planning and adjustments		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

