

## Excursions

### Policy Statement

We believe that excursions are an essential part of OSHC services as they provide variety and an opportunity to expand a child's experience, explore different environments and learn new activities. Consent by an authorised contact will be obtained for all excursions. Children on excursions will be assured of proper supervision and care, for the full duration of the excursion. All National Standards and staff/child ratios will be maintained.

### Policy Considerations

- National Quality Standards/Elements: 2.2 (Safety), 3.2 (Use)
- Transport policy
- Relevant transport legislation and regulations.
- Occupational Health and Safety Act 2000

### Procedure

#### Planning

All excursions will be planned taking into consideration:

- The children's ages, capabilities and interests
- Ways to maximize the children's developmental experiences and safety
- Suitability of the venue and access including wheelchairs if required
- Access to food, drink and other facilities including suitable toilet facilities
- Weather conditions, which would make the venue unsuitable
- The specific clothing and equipment needs of the children
- Travel arrangements needed

#### Authorisation and Notification

- All excursions will be publicised to all parents with full details of destination, activity risk assessment, times of departure and return, and what the children should bring.
- No child will be taken outside the Service without the parent's written authorisation.
- Excursions may be cancelled at late notice due to weather or external factors.

#### Transportation

- Steps will be taken to ensure that all excursions comply with transport legislation and regulations.
- The transport policy will apply in relation to travelling to and from any venue.
- All staff, relief staff and volunteers on the excursion will be made aware of the transport policy and procedures for supervising and assisting children while travelling on public or private transport or on walking excursions.
- Particular attention will be made to assist children when boarding or alighting from public transport and when walking with children across roads or in crowded areas.

#### Staff Ratios and Supervision

- The staff/child ratios as outlined in the Kids Biz OSHC Ratios Policy will be maintained at all times.
- Supervision is of utmost importance and must be maintained at all times.

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Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner

# Kids Biz Holidays & Sports

## OSHC Policies & Procedures

- Children will at all times be in the care of a responsible staff member.
- It is the responsibility of the staff and team leader to maintain head counts and take the roll at appropriate times.
- Swimming excursions will only be undertaken with children in a well-supervised municipal pool or water park.
- Dams, rivers and beaches are to be avoided for swimming purposes because of the dangers that they present.

### **While on the Excursion**

- Excursions are compulsory.
- No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing.
- All children wear a wrist band indicating they are attending Kids Biz OSHC.
- Under no circumstances should children have their names on the wrist bands.

### **Information and equipment to be taken on the excursion will include:**

- A list of all children on the excursion, with relevant personal details and parent contact numbers.
- A list of all relevant and emergency procedures, activity risk assessment and contact numbers, to be readily accessible to all staff at all times.
- A fully stocked portable first aid kit.
- The Service's emergency, accident, illness, medication and sun protection policies will be implemented on excursions as required.

All children will be instructed regarding behaviour on the excursion and what to do if they are separated from the group.

### Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review

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