

EXCURSIONS AND REGULAR

OUTINGS



This policy aims to:

Ensure the participants of OSHC@IOE are accessing the community and events in a safe manner at all times. The policy aims to deliver clear guidelines for all staff.

Definitions:

Excursion: An outing organised by an education and care service or family day care educator, but does not include an outing organised by an education and care service provided on a school site if: (a) the child or children leave the education and care service premises in the company of an educator; and (b) the child or children do not leave the school site.

Regular Outing: In relation to an education and care service, means a walk, drive or trip to and from a destination: (a) that the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are the same on each outing.

Risk Assessment: Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.

OSHC@IOE will ensure that:

In the occurrence of an excursion or regular outing the following is conducted before the excursion occurs. OSHC@IOE must ensure the family has signed an excursion permission form. Permission forms will state:

- The family give permission for the participant to leave the care service;
- The location including all stops, date and time the excursion is to occur; and
- The form of transportation that the participants will take.

OSHC@IOE must ensure a risk assessment takes place before the excursion. The risk assessment must:

- Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion;
- Specify how the identified risks will be managed and minimised;
- The proposed route and destination for the excursion;
- Any water hazards;
- Any risks associated with water-based activities;
- If transport is to be taken, the mode of transport and a transportation risk assessment – Please see Transporting Policy;
- The number of adults and children involved in the excursion; and
- Emergency contact that families can reach if needed.

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For a regular outing the above must be conducted.

For regular outings staff must ensure that:

- Families are made aware 24 hours before of the intent;
- The outing is to be documented in the week's program; and
- An ongoing risk assessment must be conducted and a risk assessment on the day including the weather and staffing arrangements.

Prior to leaving for an excursion two staff members will ensure that they have:

- All participant information and emergency contact details
- First aid kit
- Medications needed
- All staff information including emergency contacts
- Charged mobile phone

Families will ensure:

- They return signed permission forms before the excursion takes place;
- They inform the service as early as possible if they would not like their child to partake in any excursion or ongoing outing; and
- They ensure they are aware of the emergency contact for the excursion.

The approved provider will ensure:

All excursions and risk assessments are approved by the provider before the excursion takes place and families are informed.

References:

Education and Care Services National Regulations 2011: 100, 101, 102

National Quality Standards: 6.2.3