

## EXCURSIONS AND REGULAR

## OUTINGS



### **This policy aims to:**

Ensure the participants of OSHC@IOE are always accessing the community and events in a safe manner. 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 minimized.
- 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.

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.

## EXCURSIONS AND REGULAR

### OUTINGS



- 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**