

Excursion and Centre Events Policy

Purpose

This policy will provide guidelines for the planning and conducting of appropriate and safe excursions and centre events at St Kevin's OHSC.

Policy statement

1 Values -

The **St Kevin's OHSC** is committed to:

- Providing opportunities for children to explore the wider community as a group and extend on the educational program provided at the centre
- Ensuring that all excursions and centre events are accessible, affordable and relevant to children's needs and interests
- Ensuring that the health, safety and wellbeing of the children are met and that all relevant requirements of the Education and Care Services National Regulations 2011 (ECSNR) and Act (2010) are complied with during excursions and centre events.

2 Scope

This policy applies to staff, committee, students on placement, volunteers and parents/guardians whose child/ren are attending, or who wish to enrol child/ren, in St Kevin's Out of Hours School Care (OHSC) Centre early childhood programs.

3 Background and legislation

Excursions and centre events are planned to extend on the children's educational program and current interests. The purpose and educational value of each excursion or centre event must be clearly stated in communication with parents and the committee, and include clear procedures to be followed prior to and during an excursion or event.

Relevant legislation may include but is not limited to:

- Education and Care Services National Regulations 2011 (ECSNR) - Regulations 100–102, 168
- Education and Care Services National Law Act 2010 - Section 167
- Child Wellbeing and Safety Act 2005
- Occupational Health and Safety Act 2004

4 Definitions

Adequate supervision: In relation to this policy, refers to when every child enrolled and attending an excursion or centre event is supervised constantly, actively and diligently. This involves ensuring staff members are always in a position to observe each child, respond to individual needs and able to immediately intervene if necessary.

Centre event: A special activity, visitor or entertainment that may be conducted during session time at the centre.

Department of Education and Early Childhood Development (DEECD): The state government department responsible for the funding, licensing and regulation of children's services in Victoria, on behalf of the Federal Department of Education.

Excursion: Any occasion, other than a medical emergency, when children are removed from the premises of the children's centre by staff member/s, with the written authorised permission of the person named on the child's enrolment record as having lawful authority to authorise the taking of the child outside the premises by a staff member (ESNR s102)

Educator: A staff member who is a teaching staff member as per the ESNR

Routine outings: Regular trips that may include other locations at the registered school at which the service is located; local library or nearby schools.

Supervision: In relation to this policy, refers to observing and relating to individual children and groups of children that contribute to protecting children from hazards

5 Sources and related policies

Sources:

- Guide to the National Law and National Regulations

Related Centre Policies:

- Administration of medication
- Anaphylaxis
- Asthma
- Behaviour guidance
- Code of conduct
- Delivery and collection of children
- Emergency management
- Hygiene
- Illness
- Incident and medical emergency management
- Inclusion and equity
- Non-smoking
- Occupational health and safety
- Program participation
- Sun protection
- Supervision

Procedures

1. Incursions

Incursions occur within the centre and under the supervision of the educator. They are booked predominantly for school holiday program.

Parents/guardians are advised about incursions when information about the school holiday program (SHP) is advertised. Parents/guardians book the program knowing there is an incursion scheduled for that day and the name of the incursion.

An email is sent to all members who book SHP, the week prior to attendance, advising them the activities for the day and what to bring. They are further told about the incursion for this day in this email. Please see attachment 5

Booking the school holiday program is considered approval for their child to partake in the incursion at the centre.

All incursions are approved by the committee of management prior to advertising being sent out.

Authorising the Incursion

The committee is responsible for approving an incursion that will include the consideration of:

- Budget implications, the cost of the incursion/centre event to the centre and/or families—

- How the legal requirements of the Education and Care Services National Regulations will be met for all children remaining at the centre
- The potential disruption to normal program times
- Any changes to the usual working arrangements of staff due to the incursion, in accordance with the appropriate awards or agreements, such as payment or time in lieu
- The appropriateness of the incursion for all ages and with the program

The educator is responsible for:

- creating the program and including incursions to committee for approval, at least two weeks prior to the end of term.
- It must be provided prior to the advertising the program.

Preparation for the incursion

The committee, in consultation with the educator/supervisor, are responsible for:

- Ensuring that child-to-staff ratios, as per the ESNR.
- The confirmation email is sent to booked members as per attachment 5

The educator/supervisor are responsible for:

- Booking activity/incursion
- Arranging for the all telephone numbers of any person who is to be notified of any accident, injury, trauma or illness involving a child, children's medical details including name and contact details of the registered medical practitioner or medical service, asthma kits or Epi-Pen kits (including medical management plans) to be taken on the incursion—this information is to be carried by a supervisor at all times
- Discussing with the children, the aims and objectives of the incursion, the rules and conduct for the incursion
- Informing parents/guardians of any items the children require for the incursion, such costume.

Prior to and during the incursion

The educator who is responsible for the incursion will ensure that:

- All staff are provided with a written outline of the incursion/contacts etc
- to be carried with them at all times. This may include a list of children in attendance, a list of the
- Children are provided the opportunity to use toileting facilities
- All children are to be clearly identifiable and supervised at all times during the incursion

2. Routine Outings

There are no routine outings at this service

3. Excursions

Excursions will only be taken by educators. The very nature of school holiday program is that parents are working and unavailable to care for the children. Given this, no volunteer parents or other siblings are allowed at any time on excursions.

Authorising the excursion

The committee is responsible for approving an excursion that will include the consideration of:

- The risk assessment completed by the educator
- Budget implications, the cost of the excursion/centre event to the centre and/or families—for example, will the cost create barriers to families? (refer to [Attachment 1](#), 'Planning an excursion/centre event')
- The number of children to participate in the excursion which will always be within the centre's ratios.
- The number of staff required to attend (this may be influenced by the need to cross a major road, security at the destination, ages of children attending, timing—early or later in the year, or the use of public transport on the excursion)
- How the legal requirements of the Education and Care Services National Regulations will be met for all children remaining at the centre
- The potential disruption to normal program times
- Any changes to the usual working arrangements of staff due to the excursion, in accordance with the appropriate awards or agreements, such as payment or time in lieu
- The provision of facilities at the proposed destination, including toileting, access to water, shade, safety considerations such as proximity to water, roads, bush or crowds, and occupational health and safety.

The educator/supervisor are responsible for submitting a written request (see [Attachment 2](#), and [Attachment 4](#)) to committee for approval, at least two weeks prior to the proposed excursion/centre event, It must occur prior to the advertising the program.

The documentation will include but is not limited to:

- A completed Risk assessment which details how to minimise any safety hazards as per Education and Care Services National Regulations
- Date, time and destination
- How the excursion event relates to the education program provided for the children and the value of the excursion, including objectives, proposed activities and desired outcomes of the excursion
- How staff will ensure that appropriate hygiene practices will be maintained, such as availability of hand-washing facilities at the excursion location, and identifying the strategies the service will implement; that is, if there is no running water service, staff may use **antiseptic gels**
- How staff will manage the toileting requirements of the children during the excursion
- Proposed method of transport and ticketing
- Proposed staff-to-child ratio for the excursion
- Cost of the excursion/centre event, including staffing costs such as time in lieu
- Effects, if any, on the children's current attendance times
- Specific requirements and strategies that will enable any children with additional needs attending the program to participate in the excursion -
- Strategies for communicating details of the excursion to all families, which may include brochures or notices

Preparation for the excursion

The committee, in consultation with the educator/supervisor, are responsible for:

- Approving the requirements for the excursion
- Arranging for a suitably **equipped first-aid kit, mobile phone and sunscreen** (if required) to be taken on the excursion

- Notifying parents/guardians of proposed ratios and informing them immediately of any change, or delay, to the proposed excursion
- Ensuring that child-to-staff ratios, as per the ESNR are met for children on excursion and for children remaining at the centre and not participating in the excursion.

The educator/supervisor are responsible for:

- Booking the transport and venue/s or activity
- completing the risk assessment prior to any advertising/notices going out to members
- Informing parents/guardians of the details of the planned excursion/centre event as outlined in ESNR (see attachment 1) and the cost, where appropriate (refer to Fees policy), at least two weeks prior to the event (see [Attachment 3](#), 'Excursion/centre event permission form')
- Collecting completed permission forms (ensuring they have been signed by a person named on the child's enrolment form as having the authority to authorise the taking of the child outside the premises by a staff member) and excursion fee, if required, for each child participating in the excursion
- Arranging for the all telephone numbers of any person who is to be notified of any accident, injury, trauma or illness involving a child, children's medical details including name and contact details of the registered medical practitioner or medical service, asthma kits or Epi-Pen kits (including medical management plans) to be taken on the excursion—this information is to be carried by a supervisor at all times
- Ensuring that the staff to-child ratio approved by the committee and communicated to the parents/guardians is met prior to commencing the excursion
- Cancelling the excursion if the staff and adult-to-child ratio is not met and notifying the committee and parents/guardians
- Arranging for a staff member or a committee member to be available, if the excursion is late returning, to advise parents/guardians collecting children at the centre of the estimated time of arrival back at the centre
- Ensuring that only those children who have returned a completed permission form signed by a person named on their enrolment form as having the authority to authorise the taking of the child outside the premises by a staff member attend the excursion.
- Ensuring a staff member is on call in case a child is unable to attend the excursion

All staff going on the excursion are responsible for:

- Discussing with the children, the aims and objectives of the excursion, and items of special interest to them
- Discussing with the children the rules and conduct for the excursion
- Informing parents/guardians of any items the children require for the excursion, such as hat, coat, sunscreen and snack.

Prior to and during the excursion

The educator who is responsible for the excursion will ensure that:

- All staff are provided with a written outline of the excursion to be carried with them at all times. This may include a list of children in attendance, a list of the names of staff in attendance, a telephone number to be used if they become separated from the group, a timetable for the excursion, and any other information identified by the centre as relevant to the excursion
- A list of those participating in the excursion is cross-referenced against the attendance book
- The nominated staff member is carrying the first-aid kit, emergency contact details for each child, contact details of children's medical practitioner or medical services, mobile phone, sunscreen (if required), medications and medical management plans for children (if required), and a copy of the attendance record (as per regulations)

- The number of children and adults participating is monitored at regular intervals by checking children and adults against attendance list for the excursion. Allocating a set number of children to staff is a good way to break down the responsibility
- The staff member or a committee member, who is delegated to notify parents/carers if the excursion has been delayed and will be late returning, is notified if this occurs.

All staff will ensure that:

- Children are provided the opportunity to use toileting facilities by a staff member prior to departure
- Strategies are in place that will provide an accurate record of children remaining at the centre, such as all children attending the excursion are signed out of the centre at the start of the excursion and are signed in when they return
- A separate attendance list, including contact details, is taken on the excursion in circumstances where the sign-in book needs to remain at the centre
- All children are to be clearly identifiable and supervised at all times during the excursion, such as, centre labels and red hats. It is not recommended that children's names be used as an identifier as it informs strangers of their name

In general

The parents/guardians are responsible for:

- Reading the excursion details provided by the centre and asking for additional information if required
- Completing and returning the Excursion permission form ([Attachment 3](#)) prior to the excursion or by the date requested by the centre

Evaluation

In order to assess whether the policy has achieved the values and purposes, the committee will:

- Assess whether issues/concerns raised in relation to excursions/centre events were resolved
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parents'/guardians' survey
- Take into account reports from staff and parents regarding the policy
- Evaluate the value of excursions/centre events to all children at the centre
- Evaluate the effectiveness of completing a risk assessment for each excursion/centre event.

Attachments

List all the attachments included in this policy

- [Attachment 1](#): Planning an excursion/centre event
- [Attachment 2](#): Submission to committee for approval
- [Attachment 3](#): Excursion/centre event permission form
- [Attachment 4](#): Risk assessment
- Attachment 5: School Holiday Program Confirmation Email (contains incursion information)

Authorisation

The policy was adopted by the **St Kevins OHSC** committee of management at a committee meeting on **19/6/2014**

Review date: june / 2018

Attachment 1: Planning an excursion/centre event

When planning an excursion/centre event centres need to consider a range of issues. Some of these are detailed below.

Staffing requirements

The Children's Services Regulations outlines minimum staffing requirements and child-to-staff ratios. These requirements are the absolute minimum; in most cases, staffing levels over and above the minimum would be required on an excursion to ensure that adequate supervision is maintained at all times. The national legislation requires that children are **adequately supervised** at all times that they are in the care of the centre.

Transport to the excursion

The St Kevins OHSC committee will not approve excursions involving private cars as this raises issues about the centre's ability to meet a range of funding and statutory requirements and, most importantly, children's safety and wellbeing. Children, volunteers and staff leaving as a group from the centre are able to clearly meet all relevant regulatory and legislative requirements.

The committee of management will need to consider appropriate transport. For example, if travelling by bus, will the bus have seatbelts and who will cover the cost of the bus for the excursion?

Clear and thorough planning of excursions can enable children to participate in valuable learning opportunities available in the community. Regular review and application of the Excursion and centre events policy will ensure good process and planning for centre excursions and centre events.

Information from the Guide to the National Law and National Regulations pg69 - 70

Excursions

National Law: Section 167

National Regulations: Regulations 100–102, 168

A risk assessment must be carried out for an excursion before permission is sought. 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, and detail strategies for minimising and managing those risks. The risk assessment must consider:

- the proposed route and destination for the excursion
- any water hazards and risks associated with water based activities
- the method of transport
- the number of adults and children involved in the excursion
- given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety

- the proposed activities
- the likely length of time of the excursion
- the items that should be taken on the excursion.

A visit to the proposed excursion destination will assist in conducting a risk assessment. During a site visit information can be gathered about the availability of toilets, hand washing, drinking and shade facilities at the destination and details can be checked such as mobile phone coverage and access for emergency services.

TWO – Guide to the National Law and National Regulations

While an increased educator to child ratio for excursions is not specified in the National Regulations, there is a requirement to adequately supervise children at all times. A thorough risk assessment should determine whether minimum ratios are sufficient to provide adequate while attending an excursion.

When a service is provided at a school site, it is not considered an excursion if the child or children leave the education and care premises accompanied by an educator but do not leave the school site. For example, if a preschool group visits the library within their school site, it is not considered an excursion or regular outing.

If the excursion is a regular outing and a risk assessment has previously been conducted, a further risk assessment is not required unless the circumstances of the outing have changed. A sample 'Excursion risk assessment' template is included on page 172. This may be adapted for use by individual services, or providers may develop their own.

A written authorisation must be given by a parent or other person with authority for an excursion, before a child leaves the Approved Service (including a family day care residence or venue). The authorisation must contain the information prescribed in the National Regulations.

For a regular outing, authorisation is only required to be obtained once every 12 months.

Attachment 2: Submission to committee for approval

This form is to be completed by the educator and given to the committee of management at least two weeks prior to the date of the proposed excursion / SHP.

Date of proposed excursion/event	
Venue of proposed excursion/event	
Starting and finishing time of the proposed excursion/event	Start time: Finish time:
How does the excursion/event affect children's normal hours of attendance at the centre?	
How does the excursion/event affect the staff hours of attendance at the centre?	
What is the educational value of the excursion/event to the children's program?	
Proposed number of children attending the excursion/event	
Cost of the excursion/event for each child	
Number of paid staff attending the excursion/event	
Number of additional adults attending the excursion/event	
Ratio of children to adults attending the excursion/event	
Are any siblings attending the excursion/event? If yes, how many?	
Risk assessment completed and attached	

Teacher's name (Print): _____

Teacher's signature: _____ Date: _____

Committee of management approval: _____ Date: _____

Attachment 3: Excursion/centre event permission form

(place on letterhead and email out)

Date: _____

On the **St Kevin's OHSC** will be going on an excursion to . **[enter a description of the destination]**. We will be .

The excursion will leave from the at and return to at , and the children and adults involved in the excursion will travel by . The children will be away from St Kevin's OHSC for approximately **[enter hours] hours**.

There will be staff members participating in the excursion, and an estimated [number] of children in attendance. The overall adult-to-child ratio will be .

The cost of the excursion is .

A full risk assessment has been conducted and is available from OHSC, by speaking with an educator or emailing ohsc@skormond.catholic.edu.au and requesting it.

The items that should be taken on the excursion:

list

list

list

I give permission for _____ (child's name) to attend the excursion to on with .

Name of persons to be notified of any accident, injury, trauma or illness involving your child are as per my enrolment form.

Print name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

Attachment 4 – Excursion risk management plan

Excursion details		
Date(s) of excursion		Excursion destination
Departure and arrival times		
Proposed activities		Water hazards? Yes If yes, detail in risk as
Method of transport, including proposed route		
Name of excursion co-ordinator		
Contact number of excursion co-ordinator	(BH)	(M)
Number of children attending excursion		Number of educators/parents/vo
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.		
Excursion checklist		
<input type="checkbox"/> First aid kit including hand sanitiser	<input type="checkbox"/> List of adults participating in the excursion	
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult	
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communication services	
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list	

Risk assessment				
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	W

Plan prepared by		
Prepared in consultation with:		
Communicated to:		
Venue and safety information reviewed and attached	Yes / No	

	Comment if needed:
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident occurs.	

Risk Matrix

L i k e l i h o o d	Consequence				
		Insignificant	Minor	Moderate	Major
	Alm ost cert ain	Moderate	High	High	Extreme
	Like ly	Moderate	Moderate	High	Extreme
	Pos sibl e	Low	Moderate	High	High
	Unli kely	Low	Low	Moderate	High
	Rar e	Low	Low	Low	Moderate

Attachment 5: School Holiday Program Confirmation Email (contains incursion information)

SUBJECT:

Welcome to the St Kevin's SCHOOL HOLIDAY PROGRAM FOR TERM X SCHOOL HOLIDAYS!

BODY OF EMAIL:

It's Week X of the school holidays and we have lots of fun in store for _____ day and date__.

Our theme for the day: _____

Description of activity

Link to web site of incursion provider

+ fun and craft

Please remember to pack:

1. a hat for outside play
2. lunch (we provide morning and afternoon tea and all other snacks)
3. Smile!
4. Jumper or coat if it is cold
5. _____!

We operate from 8am to 6pm, and you can drop off and collect at any time during the day. Early starters (prior to 9am) are welcome to join us for breakfast.

Regards

OHSC Educators