

## 8. Excursions

### Purpose

Excursions provide an opportunity to extend the OSHC educational program outside of the school environment. It is an opportunity to enhance each child's learning by providing stimulating and engaging activities. The policy recognises that excursions and incursions may have associated risks and requires a risk assessment to ensure that they can occur safely.

### Scope

NQF Quality Area 1	Educational Program and Practice
Standard 1.1 Program	Element 1.1.3 Program Learning Opportunities
NQF Quality Area 2	Children's Health & Safety
Standard 2.2 Safety	Element 2.2.1 Supervision
NQF Quality Area 7	Governance & Leadership
Standard Governance	Element 7.1.2 Management Systems

### Process/guidelines

The service recognises that before either an excursion or incursion is undertaken, a risk assessment is required as well as parental approval for their child to attend (Regulations 100 to 102).

A risk assessment must:

- Identify and assess risks to the safety, health or well-being of any child.
- Specify how the identified risks will be managed and minimised.
- Consider the proposed transport, route and destination for the excursion.
- Consider any water hazards and any risks associated with water-based activities.
- Consider the number of educators that is appropriate to provide supervision.
- The proposed duration of the excursion.
- The items that should be taken on the excursion e.g. mobile phone, first aid kit.

As per Department for Education WHS guidelines, extreme weather days require additional consideration.

At NPS OSHC, a further risk assessment will be undertaken the night before a forecasted extreme weather day to ensure that it is still safe for the activity to proceed.

Extreme weather events are as determined by the South Australian Bureau of Meteorology.

### Authorisation

Before a child is taken outside the school on an excursion, written authorisation must be provided by a parent or other person from the child's enrolment record.

In seeking authorisation the written information will include:

- the child's name,
- the reason the child is to be taken outside the premises,
- the date the child is to be taken on the excursion,
- a description of the proposed destination for the excursion,
- the method of transport to be used for the excursion,
- the proposed activities to be undertaken by the child during the excursion,
- the period the child will be away from the premises,
- the anticipated number of children likely to be attending the excursion,
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion,
- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion, and
- that a risk assessment has been prepared and is available at the service.

For all NPS excursions and vacation care programs, risk assessments must be sighted by the Principal and have NPS Governing Council approval of the activity.

## Excursions (continued)

### Roles and responsibilities

The OSHC Director will:

- Regularly check the BOM website to check that any excursion is not unsafe as a result of extreme weather events as determined by the South Australian Bureau of Meteorology
- Aim to plan excursions that are engaging and stimulating for OSHC students.
- Develop a Vacation Care program mid-term so that it can be approved by Governing Council.
- Prepare a financial summary for each excursion.
- Prepare risk assessments for each excursion and excursion.
- Ensure that the Principal approves and endorses a copy of the risk assessments before an event.
- Ensure that written approval is received from every parent prior to taking a child on an excursion.

### Resource

South Australian Bureau of Meteorology website [www.bom.gov.au](http://www.bom.gov.au)

### Monitor, report and review

Author	School Principal Sharron Ward	March 2020
Recommended	OSHC Management Committee	April 2020
Approved	Governing Council	June 2020
Review Date		