



Outside School Hours Care Excursions Policy

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Responsibility of:	Director	Effective Date:	01/02/2022
Target Audience:	Outside School Hours Care Staff and Families	Next Review Date:	01/02/2024

NOTE: This Policy must be read in conjunction with the *Excursions Procedures*.

1. RATIONALE

Excursions and regular outings are an important part of our educational program, providing opportunities for children to build connections with the local community and contributing to their sense of belonging and connection with the world around them. Leanyer School Outside School Hours Care (Leanyer OSHC) is committed to ensuring the safety, health and wellbeing of children during excursions and regular outings by conducting risk assessments and ensuring required supervision is in place and authorisations are obtained from families.

2. PURPOSE

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for managing excursions. The purpose of this policy is to ensure that excursions are always appropriately planned and ensure the safety and wellbeing of children at all times.

3. LEGISLATIVE REQUIREMENTS

This policy is consistent with the following legislative requirements:

<i>Education and Care Services National Law Act 2012</i>		
<i>Revised National Quality Standard (2018)</i>		
<i>Quality Area 1: Educational program and practice</i>		
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning.
<i>Quality Area 2: Children’s health and safety</i>		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
<i>Quality Area 6: Collaborative partnerships with families and communities</i>		
6.2.3	Community engagement	The service builds relationships and engages with its community.

Quality Area 7: Governance and leadership		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
<i>Education and Care Services National Regulations (2011)</i>		
<i>Sections</i>		
165	Offence to inadequately supervise children	
<i>Regulations</i>		
89	First aid kits	
90	Medical conditions policy	
99	Children leaving the education and care service premises	
100	Risk assessment must be conducted before excursion	
101	Conduct of risk assessment for excursion	
102	Authorisation for excursion	
122	Educators must be working directly with children to be included in ratios	
123	Educator to child ratios – centre-based services	
136	First aid qualifications	
168	Education and care service must have policies and procedures	
170	Policies and procedures to be followed	
171	Policies and procedures to be kept available	
172	Notification of change to policies or procedures	

This policy is underpinned by the Leanyer School Innovation Statement and Values.

4. LEANYER SCHOOL INNOVATION STATEMENT

Leanyer Outside School Hours Care, in partnership with parents, families and the community, will provide an educational program which is vital to students' achievement as individuals and citizens in the 21st century. Our program will emphasise creativity, collaboration, innovation, and leadership. Students will be provided with rich and diverse opportunities to develop the broad cultural understandings and skills in social harmony necessary to contribute as successful global citizens.

5. LEANYER SCHOOL VALUES

- Achievement - Take responsibility for always doing your best.
- Curiosity - Ask questions of yourself and others and listen to new ideas.
- Respect - Care for yourself, others and the environment.
- Collaboration - Work and learn with others to achieve goals.

6. POLICY

Leanyer OSHC aims to provide safe, enjoyable, and well-planned excursions, inclusive of all children. Excursions are an integral part of the children's program and will be planned to provide a broad range of learning experiences for children and to strengthen their understanding of their community.

All decision-making will be carried out in accordance with the following principles:

- Children's connection with the world around them contributes to their sense of belonging. Therefore, our educational program will include excursions and regular outings to promote opportunities for the children to build connections with the local community.
- Children's safety, health and wellbeing are paramount and all experiences for the service, including excursions and regular outings, will be conducted in a way that minimises and addresses any identified risks:
 - risk assessments will be carried out for each excursion, except for regular outings for which a risk assessment has been prepared in the previous 12 months
 - adequate numbers of educators will be present to effectively supervise the children, and child/staff ratios will comply with the National Regulations;
 - permission will be obtained from parents, or an authorised person, before any child is taken outside of the service.
- Clear and concise roles and responsibilities will ensure management, educators and staff are aware of their roles and responsibilities in relation to excursions and regular outings.

7. DEFINITIONS

Term	Meaning	Source
ACECQA – Australian Children's Education and Care Quality Authority	The national authority that works with all regulatory authorities to administer the National Quality Framework, including provision of guidance, resources and services to support the sector to improve outcomes for children.	acecqa.gov.au
Authorised person	A parent or family member of a child who is being educated and cared for by the service or the family day care educator, or their authorised nominee.	Guide to the NQF (Glossary)
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	National Law (Definitions)
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.	National Law (Definitions)

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.	https://www.acecqa.gov.au/sites/default/files/2021-05/Risk_management_and_management.pdf
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8. RELATED POLICIES AND DOCUMENTS

1. Leanyer Outside School Hours Care ***Dealing with Medical Conditions in Children Policy***
2. Leanyer Outside School Hours Care ***Dealing with Medical Conditions in Children Procedures***
3. Leanyer Outside School Hours Care ***Enrolment and Orientation Policy***
4. Leanyer Outside School Hours Care ***Enrolment and Orientation Procedures***
5. Leanyer Outside School Hours Care ***Delivery of Children to, and Collection from Outside School Hours Care Policy***
6. Leanyer Outside School Hours Care ***Delivery of Children to, and Collection from Outside School Hours Care Procedures***
7. Leanyer Outside School Hours Care ***Incident, Injury, Trauma and Illness Policy***
8. Leanyer Outside School Hours Care ***Incident, Injury, Trauma and Illness Procedures***

Related Policies and Procedures to be developed:

9. Leanyer Outside School Hours Care ***Emergency and Evacuation Policy***
10. Leanyer Outside School Hours Care ***Emergency and Evacuation Procedures***
11. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Policy***
12. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Procedures***
13. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Policy***
14. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Procedures***
15. Leanyer Outside School Hours Care ***Governance and Management Policy***
16. Leanyer Outside School Hours Care ***Governance and Management Procedures***
17. Leanyer Outside School Hours Care ***Sun Protection Policy***
18. Leanyer Outside School Hours Care ***Sun Protection Procedures***
19. Leanyer Outside School Hours Care ***Water Safety Policy***
20. Leanyer Outside School Hours Care ***Water Safety Procedures***
21. Leanyer Outside School Hours Care ***Infectious Diseases Policy***
22. Leanyer Outside School Hours Care ***Infectious Diseases Procedures***
23. Leanyer Outside School Hours Care ***Educational Program and Practice Policy***
24. Leanyer Outside School Hours Care ***Educational Program and Practice Procedures***