



Outside School Hours Care Excursions Procedures

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Target Audience:	Outside School Hours Care Staff and Families	Next Review Date:	01/02/2024

1. BUSINESS NEED

Leanyer Outside School Hours Care (OSHC) offers excursions and regular outings as part of its program in order to provide experiences in the wider community that foster and challenge each child's social, emotional and physical skills. These are well planned experiences that have undergone a risk assessment to ensure the safety and enjoyment of children and staff.

2. SCOPE

These procedures apply to children, families, staff, and management of Leanyer OSHC.

3. PROCEDURES

3.1 Risk Assessments

A Risk Assessment will be carried out for each excursion unless it is a regular outing for which a risk assessment has been prepared in the previous 12 months. The Risk Assessment will include:

- the proposed route and destination for the excursion;
- the proposed activities;
- the type of transport;
- procedures for embarking and disembarking the method of transport, including how each child is to be accounted for;
- the number of children involved in the excursion;
- the number of educators and staff required to ensure appropriate supervision, informed by the risks posed by the excursion, and according to Regulations;
- the items that must be taken on the excursion, for example, first aid kit, mobile phone, and a list of emergency contact numbers.

The risk assessment and risk management plan will be completed by the Director or provided to the Director for approval.

3.2 Permission

- Permission will be obtained from parents, or an authorised person, before any child is taken

outside of the service.

- If an excursion is a regular outing, permission is only required in a 12 month period. A description of when the child is to be taken on the regular outings must be included on the permission form.
- If the authorisation is for an excursion that is not a regular outing, the following information must be included on the permission form:
 - the destination for the excursion;
 - the date of the excursion, including the time of departure/ time of arrival back at the service;
 - the method of transport;
 - activities to be undertaken during the excursion;
 - the number of staff/educators who will be attending and the ratio of children to staff;
 - a statement that a risk assessment has been prepared and is available for inspection at the service.
- The program for vacation care will be displayed at least one week prior to commencement of care, listing proposed excursions and planned activities.
- Parents will provide written permission for sunblock and mosquito repellent to be applied to their child.

3.3 Supervision

- Children will be talked to about procedures before attending any excursion. This will include what to do if they become separated from the group, toilet procedures, talking to strangers etc. This also includes staff undertaking regular head counts/roll calls throughout excursions/outings.
- Adequate numbers of educators will be present to effectively supervise the children. Child/staff ratios will comply with the National Regulations.
- An educator will inspect all public toilets before children use them. An educator and at least one other child will accompany any child when using a public toilet.
- When walking with the children, one educator will lead the group, another will walk at the rear, and the remaining educators will be spaced along the group, walking on the roadside of the footpath, if relevant.
- When crossing a road, a pedestrian crossing will be used, if available.
- Head counts will be made at least every 30 minutes and when moving from one area to another, for example, to the toilets, getting on and off buses.
- Roll calls will be conducted regularly throughout the day.
- Meeting times and locations will be agreed by all staff prior to separating into smaller groups.
- A list of educators and their allocated children will be given to each educator attending the excursion.
- If an educator notices that a child is missing from the group, they will let the nominated supervisor know immediately.
- If the child cannot be found, the nominated supervisor will notify the police, the Principal and the family

- Staff/child ratios must be maintained at all times. At no time can a staff member leave a group unsupervised.

3.4 Information and Equipment

The following information and equipment will be taken on excursions:

- a list of all children with relevant personal details and family contact details;
- a list of emergency procedures and contact numbers;
- a first aid kit;
- any medication for children attending the excursion;
- mobile phone including a phone charger;
- other information/equipment noted on the excursion risk management plan.

3.5 Travel in a staff member's car*

- Children may travel in a staff member's car providing permission has been granted by the parent or authorised person and:
 - the vehicle registered, has comprehensive car insurance, and is in safe mechanical condition;
 - the driver holds a full licence;
 - no child occupies a seat that is not fitted with a seat belt or booster seat where required;
 - children under four years of age must not be in the front row of a vehicle with two or more rows.
 - children from four to under seven years of age can only sit in the front row of a vehicle with two or more rows when all other seats are occupied by children of a lesser age in an approved child restraint.

3.6 Excursion checklist

Prior to the excursion, the following steps will be taken by staff.

- check the first aid kit (include vinegar for beach outings) and asthma kit;
- place lunches in an esky;
- ensure there is adequate water for all;
- ensure there is adequate water for all
- conduct a roll call and head count (conducted by lead staff);
- check that children have hats and suitable footwear;
- apply sun block and mosquito repellent, as required;
- explain the rules for the day to the children.

On arrival at the excursion venue the following checks will be made:

- location and suitability of toilets;
- location of drinking water and roll call

3.7 On the bus

- Leanyer OSHC will charter coaches from licensed charter companies.
- A staff member will count the children on the bus, another staff member will check the count.
- One staff member will board the bus before the children.
- Staff will be seated throughout the bus to observe the children at all times.
- One staff member will leave the bus prior to the children and ensure they disembark safely.
- The staff member sitting at the rear of the bus will check for items left behind and ensure all children have exited the bus.

3.8 Transport Accident

- In the event of an accident, staff will check that each child is safe.
- First aid will be administered. Children/staff will be comforted until medical help arrives.
- A roll call will be carried out to check all children are accounted for.
- The Principal and/or Business Manager will be contacted - Commence Newsflash process.
- Families will be contacted as soon as possible.

4. ROLES AND RESPONSIBILITIES

Leanyer School Board <i>Approved provider</i>	<ul style="list-style-type: none"> • Ensure that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met.
Director <i>Nominated supervisor</i>	<ul style="list-style-type: none"> • Conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families). • Ensure a new risk assessment is completed when circumstances change for all regular outings. • Ensure educator to child ratios are maintained during the excursion. • Ensure all children attending the excursion have written authorisation from families to attend prior to the excursion. • Ensure volunteers understand the details of the excursion, the expectations, and their supervision responsibilities. • Ensure family members and volunteers attending the excursion are not left alone with any child or group of children. • Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures. • Verify that all the required equipment and/or items are taken on the excursion (first aid kit, medication, management plans, phone, emergency contacts etc.).
Educators	<ul style="list-style-type: none"> • Ensure the excursion is carried out in line with policy and procedures. • Ensure all children attending the excursion have written authorisation from families to attend prior to the excursion. • Conduct a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families). • Ensure a new risk assessment is completed • Ensure educator to child ratios are maintained during the excursion. • Undertake regular attendance checks to account for all children.

	<ul style="list-style-type: none"> • Ensure family members and volunteers attending the excursion understand your expectations and are not left alone with any child or group of children. • Ensure all children’s health and medical needs are taken on the excursion.
Families	<ul style="list-style-type: none"> • Sign the authorisation forms for their child to attend the excursion and ensure all information required is up-to-date. • Provide written authorisation for their child to leave the service premises on regular outings. • Be aware of all the information about the excursion – ask questions if needed. • If volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities. • Ensure any medication is in date and available to take on an excursion.

***NT Law - https://roadsafety.nt.gov.au/__data/assets/pdf_file/0003/485364/Child-Car-Restraints-FAQ.pdf**

All children under seven years of age must be secured in an approved child restraint or booster seat when travelling in a vehicle. The type of restraint depends on the age of the child:

- Babies from birth to under six months of age must be restrained in a rear facing restraint (e.g. baby capsule).
- Children between six months and under four years of age must be restrained in a rear facing or forward facing restraint.
- Children from four years to under seven years of age must be restrained in a forward facing restraint or booster seat.
- Children seven years of age and over must be restrained in an adult seatbelt or a booster seat.

Children under four years of age must not be in the front row of a vehicle with two or more rows.

Children from four to under seven years of age can only sit in the front row of a vehicle with two or more rows when all other seats are occupied by children of a lesser age in an approved child restraint.