



Excursion Policy

Cobbler Creek OSHC and Vacation Care believe that excursions are an integral part of the children's program at Cobbler Creek Vacation Care. Excursions are a valuable experience for children, families and staff. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities.

Cobbler Creek OSHC and Vacation Care aim is to provide safe, enjoyable and well-planned excursions inclusive of all children. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. We will ensure the health, safety and wellbeing of each child is maintained at all times whilst participating in an excursion.

Authorisation for Excursions

Permission for children to attend an excursion will be sought from a parent/guardian for all excursions in compliance with the *Education and Care Services National Regulations*. Cobbler Creek will provide families with a Vacation Care agenda and booking form, which will include the following details:

- Child's name
- Date, cost, departure and return times, destination
- Specific requests for participation of excursion, i.e. clothing attire, items children are required to bring
- Parent/guardian contact details
- Terms and conditions
- Signature of parent/guardian for permission to participate in the excursion

No child will be taken on an excursion unless written permission from the parents or legal guardian has been received via the Vacation Care Booking Form.

Risk Assessment

A risk assessment will be conducted by the Director or Assistant Director prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion. It will specify how the service will manage any risks identified. The risk assessment for each excursion will provide the following details specific to each excursion:

- Date and name of excursion
- Proposed route, destination and duration of the excursion
- Description of the excursion
- Transport to and from destination
- Number of Educators, responsible persons

- Potential hazards or risks associated with the excursion and the management of those hazards/risks
- Items to be taken on the excursion e.g. mobile phone, list of children attending, emergency contact list, medication etc
- Certified Supervisor in charge of the excursion

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, considering ratios and all risks and hazards identified in the risk assessment.

Educator to child ratios will be based on the risk assessment of the excursion as well as the National Law (sections 165, 167 and 174) pertaining to adequate supervision.

The venue will be assessed as safe for all children and adults on the excursion and be easily supervised and accessible.

When it is not possible or appropriate for the whole group to move together, smaller groups will be organised and include at least one staff member. Educators are responsible for the careful supervision of their own group of children and regular counts of children in the group will be conducted.

Children must be supervised when going to the toilet. The toilets must be checked before a child goes in.

Transport and Traffic

Safety of children will be considered in the choice of route and mode of transport during any excursion to and from the service. Our service will follow all applicable SA road rules as well as the *Kids and Traffic Early Childhood Road Safety Education Program* best practice recommendations for transporting young children safely in buses. Every rational precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

When transporting children in a bus for an excursion, Cobbler Creek OSHC and Vacation Care will:

- Hire a private bus that meets all the safety requirements and is a certified company.
- Written consent is obtained by parent/guardian prior to their child travelling on the excursion.
- Buses used for excursions must be fitted with suitable child restraints within the meaning of Regulation 110G of the Motor Traffic Regulations 1935 (seat belts)
- Children's seat belts are checked to ensure all children have buckled up.
- Each child and Educator must be sitting in a seat with a working seatbelt.
- Ensure that children enter and exit the bus via the front left hand side door of the bus. When getting on and off the bus, Educators are to arrange themselves so that one Educator member is on/last off the bus to ensure no child is left behind.
- Ensure there are no loose or sharp objects inside the bus that could cause injury if an accident occurs.
- The risk assessment for the excursion includes any potential risks/hazards regarding the bus.

Note: Cobbler Creek OSHC and Vacation Care only use transportation for the purpose of an excursion.

Policy and Procedure

Below is the policy and procedures used when planning and conducting an excursion:

- All excursions are thoroughly researched and consider the developmental experience; age, capacity and interests of the children; and safety of children.
- Director/Assistant Director books venues and transportation.
- Vacation Care Booking Form is made available to families with details of the excursion and written authorisation.
- Written permission is obtained from each child participating in the excursion.
- A risk assessment is conducted for each excursion.
- Director/Assistant Director will take possible changes in weather and temperature in account. They will ensure there are sufficient shaded areas for all children to protect them from the sun and undercover or enclosed areas to protect them from rain. If the safety and wellbeing of the children may be affected by the elements of the weather, decisions are made accordingly, which may include that excursions are postponed or changed. Notification will be provided to all families booked in for the excursion.
- A certified supervisor is appointed to be in charge of the excursion.
- The regular code of conduct for both children and educators will apply. The Director, Assistant Director or certified supervisor will ensure that all expectations relevant to the excursion are fully explained prior to departure.
- Educator to child ratios are based on the risk assessment and National Law.
- Parents/Guardians will be punctual (as per departure time listed on booking form) and have children at care with sufficient time for Educators to make the essential final arrangements for scheduled departures.
- Parents are requested not to send their child on an excursion if the child has any signs of being unwell.
- The service's Sun Protection Policy and Water Safety Policy will be implemented on all excursions
- When on an excursion Educators will take and have access to:
 - Work Mobile phone
 - List of all the children on the excursion
 - List of emergency contacts for all children and staff
 - Risk assessment for the excursion
 - First Aid Kit, including accident/medication forms to record on
 - Medical Plans and medication for children and staff that require it
 - Sunblock if required due to UV index and excursion location
 - Camera
- Should a child require medication whilst on an excursion, the usual service procedures regarding medication will be followed as per *Medical Conditions Policy* and *Administration of First Aid Policy*.

National Regulations	
Regulation 100	Risk assessment must be conducted before an excursion
Regulation 101	Conduct a risk assessment for excursion
Regulation 102	Authorisation for excursions
National Quality Framework	
QA 1	Educational program and practice
QA 2.2.1	Supervision

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