

# EXCURSIONS AND SERVICE EVENTS POLICY

## Mandatory – Quality Area 2

### PURPOSE

This policy will provide guidelines for Toolamba Primary School OHSC Program to plan and conduct safe and appropriate excursions and service events.

All current forms required to be completed as part of this policy are found in hard copies onsite at all venues.

### POLICY STATEMENT

#### 1. VALUES

Toolamba Primary School OHSC Program is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society.
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development.
- ensuring the health, safety, and wellbeing of children at all times, including during excursions and service events.
- providing adequate supervision of all children during excursions and service events.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Toolamba Primary School OHSC Program including during offsite excursions and events.

#### 3. PROCEDURES

##### **The Approved Provider is responsible for:**

- ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within.
- ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (refer to *Enrolment and Orientation Policy*) including details of persons able to authorise an educator to take their child outside the service premises (Regulation 160).
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings (refer to *Definitions*), and that this authorisation is kept in the child's enrolment record (Regulation 161) This information must be completed on a Benefit Risk Assessment\_Regular Outing Permission form.
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under

Regulation 102(4). This information must be completed on a Benefit Risk Assessment\_Regular Outing Permission form.

- ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day.
- ensuring that children are adequately supervised (refer to *Definitions*) at all times.
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123, 355, 357, 360).
- ensuring only educators who are working directly with children are included in educator-to-child ratios.
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*).
- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100).
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101.ensuring that excursions and service events are based on the educational program and meet the needs and interests of children and families at the service (refer to *Educational Program and Practice Policy*).
- ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians.
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge.
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*).
- ensuring strategies are in place to provide an accurate attendance record (refer to *Definitions*) for children attending an excursion, and for children remaining at the service while an excursion is happening.
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual.
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities.
- providing portable first aid kits that contain the required medication for dealing with medical conditions.
- ensuring emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.

**All Early Childhood Staff are responsible for:**

- ensuring educators, staff, parents/guardians, volunteers, students and others at the service have access to a copy of the *Excursions and Service Events Policy* and comply with its requirements.
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under

Regulation 102(4) (refer to Attachment 1 – Developing an excursion/service event authorisation form).

- ensuring that children are adequately supervised (refer to *Definitions*) at all times.
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123, 355, 357, 360).
- ensuring only educators who are working directly with children are included in educator-to-child ratios.
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*).
- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100).
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101.
- ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and consider the individual differences of each child (refer to *Educational Program and Practice Policy*).
- ensuring the purpose and educational value of each excursion or service event is communicated to parents/guardians.
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (refer to *Fees Policy*).
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*).
- ensuring an accurate attendance record (refer to *Definitions*) is kept for children attending an excursion, and for children remaining at the service while an excursion is happening.
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual.
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*).
- ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other offsite activities.
- ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.
- ensuring sunscreen (if required) is taken on excursions/service events.
- displaying a notice at the service indicating that children are on an excursion and expected time of return to the service, and a contact phone number.
- providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form.

- checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion.
- allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record.
- informing parents/guardians of items required by children for the excursion or service event.  
e.g. snack/lunch, sunscreen, coat etc.

**Parents/guardians are responsible for:**

- reading and complying with the requirements of this *Excursions and Service Events Policy*.
- completing and signing the authorised nominee section (refer to *Definitions*) of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the service.
- completing, signing and dating excursion/service event authorisation forms
- providing written authorisation for their child to leave the service premises on routine outings.
- reading the details of the excursion or service event provided by the service and asking for additional information if required.
- providing items required by their child for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.
- understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an educator or the Approved Provider at all times.
- if participating in an excursion or service event, informing an educator immediately if a child appears to be missing from the group.
- supervising and caring for siblings and other children in their care who are not enrolled in the program.
- complying with all GRPSA policies while participating in an excursion or service event including the *Code of Conduct Policy*, *Sun Protection Policy* and *Hygiene Policy*.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**EVALUATION**

To assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- monitor the implementation, compliance, complaints, and incidents in relation to this policy.
- keep the policy up to date with current legislation, research, policy, and best practice.
- revise the policy and procedures as part of the GRPSA policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

- Attachment 1: Procedures for Excursions and Regular Outings

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Toolamba Primary School OHSC Program.

Reviewed and Approved: October 2021

Reviewed and Approved: April 2024

**REVIEW DATE:** APRIL 2025

## ATTACHMENT 1

### **Procedure for Excursions**

- Complete a Benefit Risk Assessment – Offsite Excursion Permission Form (complete each time there is an excursion that is not covered by the Regular Outing Permission Form)
- Submit excursion form to EC Manager for approval at least one week prior to the planned excursion.
- On the day of the excursion, complete a Benefit Risk Part 2 – Daily Check and send to EC Manager before leaving on the excursion.
- If using transportation, complete a Transport\_Safe Transfer of Children for all embarking and disembarking points throughout the excursion.
- If using transportation, complete a Transport\_Daily Safety Checklist.

### **Procedure for Regular Outings**

- Complete a Benefit Risk Assessment – Regular Outing Permission Form (complete once for 12-month period).
- Send a digital copy of the Benefit Risk Assessment – Regular Outing Permission Form to EC Managers.
- On the day of the excursion, complete a Benefit Risk Part 2 – Daily Check and send to EC Manager before leaving on the excursion.
- If using transportation, complete a Transport\_Safe Transfer of Children for all embarking and disembarking points throughout the excursion.
- If using transportation, complete a Transport\_Daily Safety Checklist.