

EXCURSION AND INCURSION POLICY

Policy Statement

The Education and Care Services National Regulations require Highgate School Outside School Hours Care Service (Highgate OSHC) to have in place policies and procedures in relation to excursions and incursions, including procedures for conducting risk assessment and authorisations.

Highgate OSHC is committed to:

- protecting the wellbeing and safety of children through assessing and controlling the risks associated with leaving the service premises
- extending the children's program to create a more holistic view of the children's environment in which they live
- supporting children, families and educators at Highgate OSHC in developing an awareness of community life, providing opportunities to children to strengthen their connection with and understanding of the community
- providing a change of routine that allows families and the wider community to become more involved with the children and Highgate OSHC.

Definitions

Excursion: An outing organised by an education and care service.

Incursion: Visitors to the service that add value to the educational program such as police, farm animals, puppet shows etc.

Procedures for Planning an Excursion or Incursion

Conducting excursions or inviting visitors to Highgate OSHC can build valuable links between the school and the community, particularly when these are more than one off experiences.

- Any excursion or incursion must be carefully planned, which includes being tested, timed and all hazards considered.
- Excursions and incursions will be designed to expand children's understanding of the community and appreciation of the world around them.
- Every attempt will be made to ensure that the excursion does not take place at a venue that is likely to be overcrowded.

Risk Assessments

The Education and Care Services National Law Act 2010 requires Highgate OSHC to take reasonable steps to protect children from foreseeable risk of harm, injury and illness. It is required that Highgate OSHC conducts a risk assessment for each excursion undertaken. This is also completed for any incursions.

The Director or Assistant Director will complete a risk assessment for each excursion and incursion that will identify and assess risks that the excursion or incursion may pose to the health and safety or wellbeing of any child and will specify how identified risks will be managed and minimised.

The risk assessment will aid in identifying the appropriate educator to child ratios for that specific incursion or excursion. Excursions with a higher risk may require a higher ratio. The educator to child ratio will be at minimum 1 educator to 15 children as per the Education and Care Services National Regulations.

The assessment will consider:

- the proposed route and destination
- transport to and from the destination
- proposed times of departure and return or the activity
- the number of adults and children involved
- any water hazards
- the proposed activities
- items that should be taken on an excursion such as mobile phones, first aid kits etc.
- any contingencies for possible changes in weather and temperature
- sufficient shaded areas for protection from the sun
- safety measures and emergency plans, which identify:
 - who will deal with the emergency
 - who will supervise any remaining children
 - how families will be contacted
 - how children will be returned to the Highgate OSHC

Risk assessments must be completed before authorisation from families is sought.

Communication with Families

Whenever an excursion or incursion is to be undertaken, the families are to be given adequate prior notice before it takes place. All excursions and incursions will be publicised to all families with full details of:

- the destinations or activities being undertaken
- times of the activity or departure and return
- any special items required for the incursion/excursion

There will be no change to the publicised itinerary unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of children.

Excursion Authorisations

Consent to leave the service is essential and families must provide authorisation prior to the excursion to enable their child to take part. These are included in the Vacation Care booking form and the bookings will not be accepted without the excursion authorisations.

The families excursion authority will include:

- the child's name
- the reason the child is being taken outside the premises
- the date of the excursion
- a description of the proposed destination
- the method of transport
- the proposed activities to be undertaken by the child during the excursion
- the period the child will be away from Highgate OSHC
- the number of children going on the excursion

- the ratio of educators to children on the excursion
- the number of educators and responsible adults who will supervise children on the excursion
- notification that a risk assessment has been prepared and is available

Excursions Process

- On the day of the excursion, prior to leaving Highgate OSHC, the Responsible Person on duty leading the excursion must prepare the educators and the children.
- A backpack that must be taken with the group is to contain:
 - a copy of all emergency contact numbers, including emergency contact numbers for all adults assisting (this may be in digital form)
 - the excursion information form
 - an emergency first aid kit
 - at least one mobile phone
 - plastic bags to ensure any rubbish is disposed of appropriately
 - current action plans and medication for any children with allergies or medication requirements.
- The Responsible Person on duty will ensure that all educators are familiar with their roles on the day, supervision, emergency procedures for a lost child, accident and injury procedures, and any other specific safety requirements.
- Two educators must individually count the children on departure from Highgate OSHC, arrival at destination, departure from destination and arrival back at Highgate OSHC.
- While outside of Highgate OSHC premises, educators will be aware where all children are at all times.
- Children will have access to drinking water throughout the excursion.
- Children will have regular access to toilet facilities and will be encouraged to utilise them when available.
- Children will have access to appropriate shaded areas to avoid excessive exposure to the sun.

Approved by Highgate School Governing Council 10th August 2021

DATE OF EFFECT: 18th August 2021

REVIEWED: 2nd November 2022

TO BE REVIEWED: 2nd November 2023

Related Documents

<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Education & Care Services National Regulations (2011) – Regulations 99, 100, 101, 102, 136, 168(2)(ga)

National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standards 1.1.1, 1.1.2, 2.3.1, 2.3.2, 4.1.1, 4.2.1, 6.1.2, 6.2.1, 6.3.4

<https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc>

My Time, Our Place Framework