



**EXCURSIONS**

Excursions are an integral part of the children's program at Settlers Farm OSHC and will be arranged to provide a broad variety of experiences for children.

**Procedure:**

- Parental/caregiver permission will be sought for all excursions, which will be organised to comply with National Regulations.
- Families are required to arrive prior to the scheduled gate lock time.
- The service will close its gates at the scheduled time -children may be deemed as absent and therefore unable to attend the excursion if they arrive after the time of the gates being closed.
- All excursions will be publicised to all parents/caregivers with children attending those excursions with full details of destination, times of departure and return, and any special items children are required to bring.
- 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 the children or upon changes by venue.
- The director will appoint a person in charge for each excursion.
- When on an excursion educators will take and have accessible:
  - A first-aid kit.
  - A list of all children on the excursion and medical information for each child attending.
  - List of emergency phone numbers.
  - A mobile phone.
  - Children’s medications
- Children may be taken on walking excursions within the community when parents have signed the authority contained in the booking program.
- Risk assessments will be conducted and given to all educators attending the excursion.
- A private vehicle may be used to transport children on excursions only if the vehicle is;
  - equipped with seat belts for each occupant
  - is registered and there is reason to believe that it is in safe mechanical condition
  - has minimum third-party property damage insurance
  - driven by an employee of the service who holds a full license and there is reason to believe that they are safe and responsible behind the wheel - 'L' plate or provisional license drivers must not carry children.
  - parent consent must be obtained
- The Director or nominee will authorise the use of private vehicles.
- Before the journey begins a person in charge should ensure that:
  - Every child has their seat belt on and secured
  - Children are seated in appropriate and properly fitted booster seats if required

NATIONAL QUALITY STANDARD

QUALITY AREA 4: STAFFING ARRANGEMENTS		
2.2	Safety	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.1	Supervision	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.



2.2.2	Incident and emergency management	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

4 (1)	Definition regular outing
89	First Aid Kits
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
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
123	Educator to child ratios-centre-based services
136	First Aid qualifications
161	Authorisations to be kept in enrolment record
168	Policies and Procedures are required
170	Policies and procedures to be followed

Policy reviewed	Previous modifications	Next review date
July 2021	No changes	2022