

## **Purpose**

In order to meet the developmental needs and interests of school aged children, in-service activities and excursions will form part of the program. Families are generally not required to contribute to the cost of these extra activities. Westgarth PS OSHC considers age-appropriate excursions/visiting workshops to be an integral part of the OSHC service as they provide variety, which adds to children's life experiences.

## **Policy**

Full risk assessments are undertaken for any excursions before authorization is sought. Any risk assessment assesses risks that may be posed to the safety, health, or wellbeing of any child as well as specifying how identified risks will be managed and maintained. Assessment will include all elements outlined in Regulation 101 section 2 (a-h).

### **Written authorization for excursions will be sought by the parent/carer and must state**

- the child's name,
- the reason and date the child is to be taken outside the premises,
- a description of the destination and method of transport to be used;
- activities to be undertaken;
- the period the child will be away from the school site;
- the anticipated number of children attending;
- the anticipated ratio of staff/adults
- that a risk assessment has been prepared and is available at the service (Appendix A).

Staff members supervise children closely on excursions and conduct head counts and similar supervision techniques. Staff members also require children to adhere to safety precautions.

### **Staff take the following on all excursions**

- Copies of families/guardians' information and emergency contacts
- Copies of children's health information
- Medication and First Aid Equipment
- A mobile phone
- Copies of staff information and emergency contacts

In accordance with Education and Care Services National Regulations 2011, staff will hold appropriate First Aid certificates.

When the service visits an unfamiliar location, a staff member will attend prior to the day to gain safety information and determine the location of toilets, lunch area, play area and possible activities etc.

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**Related documents and attachments**

- Education and Care Services National Regulations 2011
- National Quality Framework
- School Excursion and In School Activities Policy
- School Excursion Proposal Proforma Excursion Risk Management Plan

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