

EXCURSION AND INCURSION POLICY

Happy Haven OSHC recognise that excursions and incursions are an integral part of the children's program during vacation care periods. Excursions and incursions will be arranged to provide a broad variety of experiences for children enrolled at our services. School holidays are children's leisure time and Happy Haven OSHC will aim to provide a program that is exciting, tailored to the needs, interests, and abilities of each individual service. Excursions/incursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in their current interest topics. Happy Haven OSHC Service recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

NATIONAL QUALITY STANDARD (NQS)

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.

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

RELATED POLICIES AND STANDARD OPERATING PROCEDURES

Administration of Medication Policy Administration of First Aid Policy Code of Conduct Policy Educational Program Policy Emergency Evacuation Policy Family Communication Policy Incident, Incident, Trauma and Illness Policy SOP Bus Transport General SOP Bus Transport Driver SOP Bus Driver Competency SOP Security of Buildings SOP Highlighting Lists for Vacation Care Days	Interaction with Children, Family and Staff Policy Privacy and Confidentiality Policy Respect for Children Policy Safe Transportation Policy Sunsafe Policy Supervision Policy Water Safety Policy SOP Returning from Excursions SOP Spending Money on Excursions SOP Crossing Roads SOP Closing off Attendances Prior to Excursions
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PURPOSE

To ensure that all excursions and incursions undertaken by Happy Haven OSHC are planned and conducted in a safe manner, maintaining children's health, safety and wellbeing at all times in accordance with National Legislation. Happy Haven OSHC believe excursions/incursions provide children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local and wider communities.

SCOPE

This policy applies to children, families, staff, senior leadership, and visitors of Happy Haven OSHC.

IMPLEMENTATION

Excursions and incursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and excursions at Happy Haven OSHC services and will adhere to the National Regulations and Service policies and procedures to plan and manage an experience that is enjoyable for all children. This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit one of our Happy Haven OSHC services.

DEFINITIONS

Excursion: means an outing organised by an education and care service but does not include an outing organised by an education and care service provided on a school site if-

- (a) a child or children leave the education and care service premises in the company of an educator and
- (b) the child or children do not leave the school site

Regular outing: in relation to an education and care service, means a walk, drive or trip to and from a destination

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each outing

Incursion: means an activity organised by Happy Haven OSHC, whereby an outside body is employed or engaged to visit the service to run an educational program and to promote culture and diversity. This could include a visit from the Rural Fire Service, an Aboriginal Cultural awareness group, science or reptile show or a musical or drama performance.

CONSIDERATIONS FOR EXCURSIONS AND INCURSIONS

The purpose of the excursion should be clearly identified by staff providing information on how the excursion or incursion supports the educational program and contributes to the outcomes for children. This information will be outlined in Happy Haven OSHC service specific vacation care

programs, and will be available to families prior to the commencement of Vacation Care periods (close of business Friday week 6 of every term). Parent/care givers will receive notice of the times children must arrive in order to participate in the excursion (these times will be marked on the vacation care program). Any changes made to the program will be communicated to all enrolled families at the service prior to the day.

Excursions/incursions should be planned in advance and consideration given to the:

- Time away from the Happy Haven OSHC service
- Availability of toilet and washing facilities
- Access to safe drinking water
- Adequate health and hygiene practices
- Possible risk to children (identified in risk assessment)
- Accessibility for all children
- Transportation
- Cost
- Weather – hot/wet weather arrangements
- Teaching children safety procedures and responsibilities whilst on an excursion
- Communication with parents and families
- Risk Assessment documentation provided by the excursion venue
- Safety and wellbeing of children whilst at the OSHC service whilst participating in an excursion (identified in risk assessment)

See Excursion and Incursion Risk Assessment Policy.

PARENT AUTHORISATION

The Nominated Supervisor must ensure:

- That a child is not taken outside the OSHC Service premises on an excursion unless written authorisation has been provided (parent/care giver must authorise via their FullyBooked account when entering their vacation care bookings)
- The authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child
- The authorisation must state:
 - The child's name

- The reason the child is to be taken outside the premises/transported
- The reason the child is to be transported (if transportation is included in the excursion)
- If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing
- The date the child is to be taken on the excursion and transported (unless the authorisation is for a regular outing)
- A description of the proposed pick-up location destination for the excursion
- The method of transport to be used for the excursion
- The proposed activities to be undertaken by the child during the excursion
- The period the child will be away from the premises
- The period of time during which the child is to be transported
- The anticipated number of children likely to be attending the excursion
- The anticipated educator to child ratio attending the excursion to the anticipated number of children attending the excursion
- The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- That a risk assessment has been prepared and is available at the Service
- That written policies and procedures for transporting children are available at the Service
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period
- Parental authorisation may be required for incursions if identified in the risk assessment
- Authorisations must be kept securely in the child's enrolment records.

STAFFING ARRANGEMENTS

The Nominated Supervisor will ensure that:

- Adequate supervision is provided for children and are never less than the prescribed ratios as per National Regulations
- Consider:
 - The number, age and ability of children
 - The number and physical positioning of educators

- Each child's current activity
- Risks related to the mode of transport (for example: walking)
- Visibility and accessibility
- The experience and skill of each educator
- Additional educators/staff are engaged to provide care and support to children with additional needs
- Educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion
- Educators are aware the procedures to follow in the event of an emergency
- At least one educator or the nominated supervisor must hold current First Aid qualification, approved emergency Asthma management and approved anaphylaxis management training

ITEMS TO BE TAKEN ON AN EXCURSION

The Nominated Supervisor must ensure that the following items are taken on all excursions, as per the risk assessment:

- Appropriate number of suitably equipped first aid kits
- Fully charged and operating mobile phone
- Emergency contact information details for all children participating on the excursion
- Medication for children requiring medical and relevant medical management plans
- Items required for excursion circumstances- such as sunscreen, hats, other equipment
- Access to the daily attendance roll through FullyBooked

CHECKING FOR CHILDREN'S SAFETY

Educators will ensure:

- They have access to FullyBooked daily attendance roll
- All children are accounted for when embarking/disembarking the car/vehicle or bus (a FullyBooked head count should be submitted when children embark/disembark from the car/vehicle or bus)
- A thorough check is made of the vehicle to ensure no child is left in the vehicle (a second person should repeat this check for safety)
- The vehicle is parked to avoid other vehicles, driveways or car parks

- The vehicle is parked as close as possible to the OSHC premises or visiting venue
- Children only disembark the vehicle when it is safe to do so
- Head counts are conducted at least every 60 minutes whilst on the excursion
- Bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and supervised

See *Excursion Transportation Policy*.

LOST CHILD DURING AN EXCURSION

In the event of a child being unaccounted for during an excursion, educators will immediately:

- Inform another educator and provide supervision for groups
- Conduct a head count
- Ask children/parent helpers/other educators if they have seen the missing child
- Search the premises
- Check organised meeting points (use mobile phone to contact other educators)
- Alert the venue management and request that an announcement is made
- If the child is still unaccounted for after checking as above, the nominated supervisor, educator will contact the Police on 000 and report the incident
- The nominated supervisor will contact parents/guardian
- Educators will reassure other children and provide supervision
- The nominated supervisor/responsible person will contact the staffing line and select option 3 to report the incident and receive necessary support
- The Approved Provider must make a notification to the Regulatory Authority within 24 hours of a serious incident (a FullyBooked report must be submitted along with a physical First Aid, Incident or Injury form by the Responsible Person. A phone notification must be made to the staffing line to report the incident)

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations.](#) (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2018). (Amended 2020).

Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	MARCH 2022	NEXT REVIEW DATE	REVIEW	MARCH 2023
MODIFICATIONS	New policy with information from archived Policy Excursions. Policy transferred into new formatting			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE	REVIEW
Month YYYY	•		Month YYYY	
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