



Excursions/Incursions/Regular Outings

Purpose of this Policy

To ensure we have clear guidelines outlining School Support Services procedures in relation to offering excursions, incursions and regular outings.

Excursions

An excursion is defined as:

An activity outside of the OSHC grounds.

Excursions are not a viable option for School Support Services OSHC, this is due to the nature of our limited hour's program and each individual child's varying time at the service. We want to ensure we are inclusive of all children who attend OSHC and with additional costs involved in excursions there may be a scenario where all children may not be able to attend a planned excursion; we would rather avoid such scenarios.

Incursions

An incursion is defined as:

An activity within the OSHC grounds that compliments and enhances learning of the children that attend the program. At School Support Services we will include valuable incursions into the learning program where we feel it will complement the program and further enhance learning.

School Support Services will:

- The OSHC Service Coordinator will consult with School Support Services Management to plan and implement an incursion within the program.
- The OSHC Service Coordinator will ensure the visitor has a visitor badge provided for the length of their stay.
- The OSHC Service Coordinator will ensure that any visitor, signs time in and time out on School Support Services visitors register (located at the back of the session attendance roll)
- School Support Services Management will ensure a planned visitor to the service has a current Working with Children's Check.

Regular Outings

A regular outing is an excursion undertaken on a regular basis. At times, we have children attending School Support Services OSHC that come from another School, which may require them to be transported from one site to another. For example, picking children up from a specific bus stop and bringing them back to the OSHC service.

School Support Services will:

- ensure the safety, health and wellbeing of the children on a regular outing.
- ensure that all children whilst on a regular outing are adequately supervised at all times that the children are in care of the service
- ensure the relevant number of educators educating and caring for the children on a regular outing is no less than the number prescribed or this purpose (section 169)
- ensure that every reasonable precaution is taken to protect children on a regular outing from any harm or hazard likely to cause injury.
- ensure that at least one educator on a regular outing holds a current approved first aid qualification, current approved anaphylaxis management training and current approved emergency asthma management training.
- The OSHC Service Coordinator in consultation with School Support Services Management will complete a risk assessment for a regular outing. The purpose of a risk assessment is to identify possible risks of harm to children to ensure risks to children's health, safety and wellbeing are minimised or avoided.
- The OSHC Service Coordinator in consultation with School Support Services Management will seek written authorisation from a parent or guardian in relation to a regular outing which clearly specifies the outing.
- The OSHC Service Coordinator will ensure the following items are taken on a regular outing:
 - Suitably equipped portable first aid kit
 - An operating mobile telephone
 - The contact information of any person who is to be notified of any incident, injury, trauma or illness involving the child and the child's registered medical practitioner or medical service

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