Excursion/Incursion/Extra-Curricular Activities

POLICY STATEMENT:

Lake Mac Newy OOSH will plan excursions and incursions to extend the innovative programming at the service and give children fun experiences in their communities. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the service's premises ("My Time, Our Place" Outcome 2.1). Parental permission will be sought for all excursions, and each excursion will be carefully planned to ensure potential risks are assessed.

Excursions and regular outings support children's learning by connecting them with their local community and environment. Our service is committed to providing safe and enriching experiences through rigorous risk management, clear communication, and family collaboration.

In accordance with the Education and Care Services National Law and NSW child safety reforms, the safety, rights and best interests of children are the paramount consideration in all decisions relating to excursions, incursions and extracurricular activities. The Service is committed to providing child-safe experiences that uphold the NSW Child Safe Standards, support children's participation and voice, and protect children from harm in both physical and online environments.

DEFINITIONS:

Excursion: means an outing organised by an education and care service or family day care educator but does not include an outing organsied 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.

Extra-Curricular Activities: means an activity organised separately from the OSHC Service that children may attend during OSHC operating hours. Examples include music lessons, dance class, choir lessons.

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.

Incursion: means an activity organised by our Service, 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. Some incursions may be offered free of charge whilst others may incur a small participation cost.

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.

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

- Children's ages, abilities and interests.
- Ways to maximise the children's developmental experiences and opportunities to practice new skills whilst being creative, fun and exciting.
- Suitability of the venue regarding safety.
- Clothing and equipment required.

- Time away from the OOSH 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
- Travel arrangements
- Cost to families
- Weather- 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 incursion (identified in risk assessment)

PROCEDURES:

Risk Management

Excursion:

- A Risk Management Plan must be prepared before each new excursion in accordance with R100.
- Once an initial risk assessment has been carried out for regular outings, risk assessments are not required for subsequent outings to the same place unless there is a change in circumstances for a regular outing (e.g., changes in location, route, number of children attending), a new risk assessment must be conducted as per Regulation 100.
- Risk Management Plans will include:
    - The proposed route and destination for the excursion;
    - Any water hazards;
    - Any risks associated with water-based activities;
    - The transport to and from the proposed destination for the excursion;
    - The duration of the transportation
    - Transport seatbelt and safety restraints;
    - Procedures for embarking and disembarking the transport;
    - The number of adults and children involved in the excursion;
    - The number of children attending and how many educators or other responsible adults will be required to ensure appropriate supervision. This number will be determined by considering the risks posed by the excursion and whether any adults with specialised skills are required, along with the ratio of 1:15 (unless it is stated differently in the risk assessment).
    - The proposed activities;
    - The likely length of time of the excursion;
    - The items that should be taken on the excursion, for example, first aid kit, mobile phone and a list of emergency contact numbers; and
    - Attending educator's contact and signatures.

Incursion:

- Identify and assess possible risks that the excursion/incursion may pose to the health, safety and well-being of any child being taken on the excursion or participating in the incursion
- Specify how the identified risks will be managed and minimised
- Ensure Working with Children Checks are conducted for all adults visiting the Service on incursions
- Ensure the visiting group/performance is covered by insurance

Incursion and Safe Technologies and Digital Safety

- External providers must comply with the Service's Child Safe Environment, Code of Conduct and Safe Technologies and Online Environments Policies, including any required child safety and device declarations.
- Any digital technology or online content used during an incursion must be approved by the Service, age-appropriate, educational and actively supervised by educators.
- External providers may only use business-owned devices when delivering an incursion. Personal devices must not be used whilst interacting with children or for any activity involving children unless authorised in writing by the Approved Provider and permitted by legislation.
- Photographs, videos, audio recordings or personal information relating to children must not be taken, stored or shared without the Approved Provider's written authorisation and any required family consent.
- The Service may cease or modify an incursion where child safety, privacy or regulatory concerns arise.

Policies

- Service policies such as Behaviour Guidance, Supervision of Children, Child Protection, Providing a Child Safe Environment, Risk Assessment, Incident, Injury, Illness and Trauma and Water Safety will all be considered whilst planning and attending excursion venues and implemented where appropriate.

Authorisations

- Families' permission must be obtained before any child is taken outside the service, and specific permission must be required for swimming. By signing the excursion permission form, the family member authorises their child to attend the activities stated.
- The authorised person must sign excursion transport permission forms before their child attends the excursion at the same time when a booking is submitted. Failure to do so may result in the refusal of an excursion booking.
- Authorisation for excursions must include the following:
    - The child's name
    - The reason the child is leaving the premises
    - The reason the child is to be transported (if transportation is included in the excursion)
    - The date of the excursion (unless a regular outing)
    - A description of the proposed destination
    - The method of transport
    - The proposed activities to be undertaken by the children
    - The period the child will be away
    - The anticipated number of children attending
    - The anticipated ratio
    - The anticipated number of staff members and any other adults attending
    - That a risk assessment has been prepared and available at the service

- Excursions to locations visited regularly, such as local parks, may be undertaken without prior notice if families of children in the group have given excursion permission. If an excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

Supervision

- Children will always be supervised outside the service premises.
- Children's attendance records are taken on excursions
- Children will be orientated to the risk elements and procedures before attending any excursion. This would include what to do if they become separated from the group, toilet procedures, talking to strangers, etc.
- Adequate numbers of educators must be rostered for excursions to effectively supervise the children. The number of educators must take into consideration the ages and developmental stages of the children attending the excursion and be based on a risk assessment of the excursion.
- Headcounts and roll calls must be conducted regularly throughout the excursion.
- Children will wear the Service's coloured identification T-shirts on excursions. The T-shirts clearly display the name of the Service and contact phone number to support children's safety and supervision while in the community. Families are required to purchase an excursion T-shirt, which must be worn on every excursion. If a family forgets the T-shirt, a loan T-shirt may be provided where available, and a hire fee will apply.
- Families are responsible for ensuring their child arrives wearing their excursion T-shirt on excursion days. Where a child arrives without an excursion T-shirt and a loan T-shirt is unavailable, the child may be unable to participate in the excursion as the Service cannot safely meet its supervision and identification requirements. Families will be required to collect the T-shirt before departure or make alternative arrangements for their child. (This requirement is a safety measure identified through the Service's excursion risk assessment and is intended to support children's identification, supervision and wellbeing while participating in community excursions).
- An educator must inspect all public toilets before children use them. An educator and at least one other child must accompany any child when using a public toilet.
- When walking the children, one educator must lead the group, another to follow at the back, and the remaining educators spaced along the group, walking on the roadside of the footpath.
- If possible, a pedestrian crossing must be used when crossing a road. If there is no pedestrian crossing, the safest way to cross the road must be determined. One educator must step out onto the road and, if necessary, stop traffic from both directions. The remaining educators then lead children across the road.
- Children remain in the care and supervision of educators from the Service during the excursion. If a parent or authorised guardian collects the child whilst on an excursion, the *Delivery of Children to and Collection from EEC Service Premises Policy* and procedures must be followed.

Information and Equipment

- Information and equipment to be taken on excursions will include:
    - A list of all children with relevant personal details and family contact phone numbers.
    - A list of any special needs of children, such as food allergies, health conditions, additional needs, etc.
    - A list of emergency procedures and contact numbers.
    - A first aid kit, including SPF 30+ broad-spectrum water-resistant sunscreen.
    - Any medication for children attending the excursion.
    - The fully charged service mobile phones.
    - The service Walkie Talkies.
    - The Risk Assessment signed by all educators attending the excursion.
    - Other information/equipment noted on the Risk Management Plan.

Child Becomes Ill Whilst On Excursion – Educator Will:

- Assess the child's illness and follow the *Incident, Injury, Trauma and Illness Policy and Procedure*
- Keep the child calm and comfortable
- If a child has an individual medical management plan for their symptoms displayed, follow the directions and administer medication if applicable and notify parents/guardians
- Use the supplies in the excursions first aid kit to assist in applying first aid to child
- Seek medical assistance, including ambulance transport, medication if required (as per child's excursion authorisation form)
- Contact the child's parents/guardian as soon as possible, no later than 24 hours after the incident
- Contact the nominated supervisor at the Service for further direction if required
- Ensure ratios are maintained for supervision
- Complete an *Incident, Injury, Trauma and Illness Record*
- Notify the regulatory authority of any serious incident of a child while being educated and cared for at the Service within 24 hours

Lost Child

- If a child is lost during an excursion, the well-being and safety of the other children in the group will be considered, and at least one educator will remain with the group.
    - Inform other educators in your group.
    - Ask the children if they have seen the missing child recently.
    - Reassure any child who may be upset.
    - Search the premises.
    - Check the meeting points.
    - Ask the venue staff to begin a search and announce over a loudspeaker if possible.
    - Once initial checks have been undertaken, and if the lost child has not been found, the Coordinator/Nominated Supervisor or another educator will call the Police and the family.

Transporting Children to/from an excursion:

- Children are only permitted to travel on an excursion on any form of transport with written permission from their families.
- Children are to arrive at least 30 minutes before departure times on excursion days. If you arrive as we are boarding the bus or after the bus has departed, you will be asked to make your own arrangements to meet at the venue.
- If using public transport (such as bus, ferry, taxi, train, etc.), children must be supervised effectively and never left unattended.
- In some circumstances, where the excursion site is close to the service, it will be appropriate for children and educators to walk to the site.
- A risk assessment should precede the decision to walk, and the route should be determined to be consistent to ensure the safety of educators and children.

- When using public or private transport, it is essential that each journey is risk assessed, for example, when travelling by bus:
    - Ensure all bus operators hold appropriate licences and insurance
    - Ensure they provide correct facilities, i.e. wheelchair access if applicable
    - Know where toilet/emergency stops are located along the route
    - Ensure children display appropriate behaviours
- A transport risk assessment must be completed for each excursion that is not regular transport.
- If no changes exist, a regular transport risk assessment may be used for 12 months.
- Additional requirements relating to transportation, including child accountability procedures, embarking and disembarking processes, vehicle safety requirements and transport authorisations, are detailed within the Service's Transportation Policy.

Water Safety

- The service recognises the risks posed by bodies of water. It will ensure that every precaution is taken so that children can enjoy water-based activities safely. Risk assessments will be carried out for programmed water-based activities.
- Whilst the Regulations do not specify a specific educator-to-child ratio for activities where water is a feature, the recommended excursion ratio of 1:8 will be implemented as best practice; however, it will need to be adjusted should the water be risk assessed to pose a higher hazard such as swimming, in these occasions the ratio of 1:5 will be implemented. It must also be noted that there are clear statements about adequate supervision in sections 165, 167 and 169 of the National Law. A range of factors shall determine the adequacy of supervision, including:
    - Numbers, ages and abilities of the children
    - Number and positioning of educators
    - Each child's current activity
    - Areas where children are playing, the visibility and accessibility of these areas
    - Risks in the environment and experiences provided to children
    - Educators' knowledge of each child and each group of children, as well as the experience, knowledge, and skill of each educator.

- Definition of a body of water:
    - Swimming pools and water fun parks
    - Wading pools
    - Lakes
    - Ponds
    - The sea/ocean
    - Creeks/Dams/Rivers
    - Equipment used by the service that could contain 5cm or more of water and would allow a child to submerge both nose and mouth simultaneously.

ROLES AND RESPONSIBILITIES:

Approved Provider:

- Ensure obligations under the National Law and Regulations are met.
- Ensure appropriate risk assessments and authorisations are completed.
- Ensure educator-to-child ratios reflect the risk and supervision needs.
- Ensure all relevant staff, families and volunteers have access to this policy.
- Ensure educators and staff comply with the Service's Safe Technologies and Online Environments Policy when using digital devices during excursions and incursions.
- Ensure all external providers, performers, contractors and incursion facilitators comply with the Service's Child Protection, Child Safe Environment, Code of Conduct and Safe Technologies and Online Environments Policies.
- Ensure all external providers have completed the External Provider Device Declaration and Child Safety Agreement prior to delivering any program, incursion or activity involving children.
- Ensure the safety, rights and best interests of children remain the paramount consideration when approving excursions, incursions and extra-curricular activities.

Nominated Supervisor:

- Ensure procedures are implemented and understood by all educators.
- Conduct or delegate risk assessments.
- Confirm written authorisation is obtained before excursions.

Educators:

- Implement the policy and follow procedures.
- Supervise children effectively and conduct roll calls.
- Ensure first aid and emergency contact information is taken.

Families:

- Complete and sign authorisation forms.
- Provide required medications or updates to their child's needs.

Induction and Ongoing Training:

All educators, staff and volunteers will receive induction on excursion procedures, including supervision expectations and roles. Procedures are reviewed at regular team meetings and updated annually.

Excursion Evaluation: After each excursion, educators will:

- Reflect on the educational value of the outing.
- Record any incidents or safety concerns.
- Suggest improvements for future excursions.
- Replenish and inspect equipment (first aid, sunscreen, water, etc.).

Extra-Curricular Activities

Our Service will support children in participating in extracurricular activities that may be organised on school grounds during OOSH operating hours. Communication between families and the school or the extracurricular activity organisation (e.g., third-party music teacher/provider) is paramount to the support provided to children to participate in the activity. Families are to make arrangements between the extracurricular organisation/coordinator regarding attendance for their child. Examples of extracurricular activities include music lessons, dance classes, team sports, drama classes, or a chess club. Families are required to complete the *Extra-Curricular Authorisation Form* and are responsible for informing the OOSH of any changes to attendance at extracurricular activities.
Children attending extracurricular activities will be signed out of the attendance record by OSOSH educators and signed back into the Service upon return.

A Risk Assessment will be completed for all extracurricular activities that children attend during OSOSH operating hours. The Risk Assessment will include the following information:

- Details of the extracurricular activity
- Date and time of extracurricular activity
- Location and duration of extracurricular activity
- Reason for extra-curricular activity
- Name and contact details of extracurricular coordinator
- The route the children will take to walk to the extracurricular activity
- If children require an escort to the extracurricular activity

Children will not be able to participate in extracurricular activities unless prior written authorisation for the child to leave the OSHC Service has been obtained by the family. Authorisation for regular extracurricular activities will be obtained each term.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
S2A, 3A, 165, 166A, 167, 169, 175A–175J R 89, 90, 97, 98, 99, 100, 101, 102, 123, 136, 149, 151, 158, 160, 161,168, 170, 171, 172	Standards 2.2, 6.2, 7.1 Elements 2.2.1, 2.2.2, 2.2.3, 6.2.3, 7.1.2 Child Safe Standards 1, 3, 5, 7, 9, 10	– Risk Assessment, - Child Protection - Providing a Child Safe Environment - Safe Technologies and Online Environments Policy - Code of Conduct Policy - Water Safety - Supervision of Children - Behaviour Guidance Policies - Delivery and Collection Policy - Incident, Injury, Trauma and Illness Policy	- My Time, Our Place. - Parent Handbook - Risk Assessments - Authorisation forms - Attendance Records - Transport permission forms

ENDORSEMENT BY THE SERVICE:

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