Wangala
PRIMARY SCHOOL

Outside School Hours Care Policy
Excursions and Incursions

Purpose

Wangala Primary School Outside School Hours Care may include excursions as part of their overall program, especially during Outside School Hours Care held over Wangala Primary School curriculum days.

Excursions will provide enjoyment, stimulation, challenge, new experiences and a meeting point between Wangala Primary School Outside School Hours Care and the wider community. Maximum safety precautions will be maintained and parent permission will be obtained before a child is taken on an excursion.

Procedure

- Any excursion, incursion or routine outing must be carefully planned, ensuring that a risk assessment is conducted before authorisation is sought before each child can participate in compliance with Regulation 100 and Regulation 101 of the Education and Care Service National Regulations (2011).
- These assessments consider any foreseeable risks associated with the outing. Furthermore, risk mitigation strategies and/or how risk will be minimised and/or managed are documented and communicated. The risk assessment process also documents the Excursion and/or Regular Outing specifics including rations, children's activities, length of stay, transportation to and from venue etc. (R101). This process ensures all information is shared with families well before children participate in activities and before families are requested to provide authorisation for the Excursion and/or Regular Outing.
- Excursions and incursion activities will be designed to expand children's understanding of the community and appreciation of the world around them.
- Written authorisation for Excursions and Regular Outings is obtained from all parents/carers and/or authorised nominees. This documentation process includes providing access to information about the nature and specific details of Excursion and Regular Outings for their child (R102).
- The Excursion and Regular Outing risk assessments including site visits are overseen by the Coordinator and the Principal and/or Assistant Principal of the school.
- The risk assessment includes all relevant information, and any risk mitigation strategies are communicated by the Principal and/or Assistant Principal to the Coordinator in working toward a safe experience for children.
- All Wangala Primary School Outside School Hours Care educators will wear an easy to identify vest at all times on excursions and regular outings.
- Excursions may be cancelled if weather conditions are inappropriate for the planned activity.

REGULAR OUTINGS SPECIFIC INFORMATION AND PROCEDURES

In enhancing educative and fun experiences for children, Wangala Primary School Outside School Hours Care may provide Regular Outings. These Regular Outings may include visits to nearby parklands, playground, and/or recreation facilities. As previously stated, risk assessments specific to that program's Regular Outing/s are made available to parents/carers and authorised nominees or can be emailed upon request prior to enrolment.

EXCURSION SPECIFIC INFORMATION AND PROCEDURES

All Excursion specifics including activities, departure and arrival times are made accessible to parents/carers upon placing their booking. Where departure and/or arrival times are outside our normal pickup and/or drop off times, this information is communicated to parents/carers during the enrolment process for that specific day.

To ensure safety and comfort for children on excursions:

- Parents are expected to arrive at least 15 minutes prior to excursion departure time. This is communicated to parents upon enrolment.
- Buses will depart on time and children who are late will not be able to attend the program, as the service will be closed during the excursion time.

Parents will be asked to ensure that, for each excursion venue, children have appropriate:

- Clothing (including activity and weather appropriate)
- Footwear (including activity and weather appropriate)
- Lunch/drinks and snacks
- Sun protection

Children who are unable to attend excursions will not be offered care on Excursion days as the service will be closed for the duration of the excursion. All Wangala Primary School Outside School Hours Care Educators are required at Excursions to maintain safe and appropriate ratios, qualifications, and communications to accommodate breaking into smaller activity groups.

Prior to departure from the service:

- In upholding Wangala Primary School Outside School Hours Care's commitment to child safety, our Coordinator will ensure that the following items are always taken on all excursions:
    - First Aid Kit
    - Medication as required
    - Attendance Record/Roll
    - Password protected iPad with access to all critical information including Emergency contact Parent/Carer information, Medical and Contact Forms.
    - Mobile phone access.
- To ensure strong communication between potential split groups, school leaders, emergency services, and with parents/carers, each Wangala Primary School Outside School Hours Care educator on an Excursion is required to:
    - Provide their own mobile phone (or in the event they do not have one, will be provided with one)
    - Have vibrate mode switched on
    - Have access to the Coordinator and Assistant Principal and/or Principal's mobile number
    - Have access to the school main phone number
    - Will be provided via the Coordinator access to every child's medical and emergency contact record
- The Coordinator in charge of the excursion must ensure that the risk assessment is discussed with all children including, aims and objectives of the excursion, and items of special interest to them.
- Policy on Sun Protection will apply on all excursions.
- The Coordinator will ensure that all Educators are familiar with their roles on the day - supervision, emergency procedures for a lost child, accident/injury procedures, and any other specific safety requirements.

Immediately prior to departure from the service:

- Educators will sit all the children down and explain to them the expectations of the day ahead, including the pairing/grouping of the Educators and children.
- All children are given the opportunity to use the toilet prior to departure.
- All children must be placed in groups (size determined by the risk assessment) with a designated Educator who will be responsible for these children throughout the excursion where required.
- Ensure that all children must be identifiable, wearing the school uniform.
- Ensure that team members are identifiable and wearing a high visibility vest.
- A head count must be conducted prior to children leaving the service.

Safety procedures on Excursions

- Head counts are made at regular intervals of at least every 30 minutes and when moving from one area to another, for example, toilets, getting on and off buses on all Excursions and Regular Outings.
- Roll calls are conducted regularly throughout the day - anytime children are gathered together as a whole group.
- Children are briefed prior to the Excursion to ensure children understand and agree to the expectations. They are informed about how the day will run and what activities they will engage in.
- Appropriate communication methods are set in place for all Excursions. This includes children being organised into smaller groups, and at least two educators per group on high-risk excursions.
- Meeting times and locations are agreed upon by all staff members prior to separating into smaller groups.
- A list of Educators and children allocated are made available to each Educator attending the excursion.
- Children are not left in the sole care and custody of any other person apart from a Wangala Primary School Outside School Hours Care Educator, including any bus drivers and excursion venue staff.
- Boundaries are clearly explained and/or marked for children. Team members will position themselves so that children are supervised at all times.
- Any Educator noticing that a child appears to be missing from the group will let the Coordinator in charge know immediately.
- Children will have access to appropriate shaded areas to avoid excessive exposure to the sun in accordance with the policy on Sun Protection.
- Ensuring Educator:Child ratios are maintained at all times. At no time can a team member leave the group unsupervised.

Sick and injured children during an Excursion

- In the event that a child becomes unwell during an excursion, team members are to follow the 'First Aid, Incident, Injury, Trauma and Illness Policy'.
- If the illness is deemed to be serious (e.g. if immediate medical aid or hospitalisation is required), then follow the emergency procedures detailed in the 'Emergency Management Plan'
- The Coordinator should ensure that a first aid kit is accessible at all times during Excursion periods, including during transport.

Lost children during an Excursion

If a child is unaccounted for while on an Excursion, the following procedures will be followed immediately to ensure the safety of all children.

- If at any point a child leaves the Excursion venue and does not respond to a Wangala Primary School Outside School Hours Care team members requests to return, the Police must be contacted by the 'responsible person in charge' immediately on '000'.
- The Coordinator will contact the Wangala Primary School Principal and/or Assistant Principal, who will notify the child's parent/carers or emergency contacts that the child has left the premises.

Travelling by bus

- When hiring a bus, a vehicle with seat belts is always requested, and children are reminded and expected to stay in their seat at all times.
- If travelling by bus, the planning team will complete a risk assessment that will include:
    - If the bus will have seat belts;
    - Who will cover the cost of the bus;
    - If an additional bus is required, how the service will meet ration requirements and;
    - The planned route to and from the destination.
- The driver must be aged over 25 years.
- Children are not to be left in the sole care and custody of bus drivers or others.
- Children are not left unsupervised in vehicles.
- Contracted bus operators will be required to;
    - The driver holds a current drivers license with appropriate conditions;
    - The driver operates the vehicle in accordance with the road rules in Victoria;
    - The vehicle has a current registration and is insured;
    - The vehicle is not driven in an unsafe or damaged condition, and;
    - The vehicle is kept in a roadworthy condition as determined by the road rules in Victoria.
- A transport timetable detailing bus pickup and drop off times are provided to each team member and to families prior to the commencement of the excursion.

In the event the bus breaks down;

1. The Coordinator contacts the School Principal and/or Assistant Principal
2. The School Principal and/or Assistant Principal will work with the bus company to arrange alternative transport for the children and staff. If the breakdown occurs on route to the excursion venue, they will contact the venue.
3. The School Principal/Assistant Principal will notify families if there is a delay in returning to the venue.

Walking

- While Wangala Primary School Outside School Hours Care promotes road safety in discussion with families and children, excursions also provide children with the opportunity to practice walking safely with adults in real traffic environments.
- If walking, the planning team will complete a risk assessment that will include provision for safety in the community, including road safety.
- When walking during outings, Educators will talk to children about traffic and road safety, including:
    - What they are doing when they cross the road;
    - Why they have stopped at the curb;

    - What they are looking for when they are crossing the road;
    - When it is safe to cross the road, and;
    - Why they have to keep checking until they're safely on the other side.
- A timetable, detailing proposed departure and arrival times, is provided to team members and families prior to the commencement of the excursion.

References

ACEQA National Quality Framework Resource Kit (2012)
Quality Area 2 - Children's Health and Safety
Education and Care Services National Regulations (2011). R168, 100, 101 & 102

Review Cycle

This policy was last updated in June 2025 and is scheduled for review in June 2027.
The recommended minimum review cycle for this policy is 2 years.