



Excursion & Incursion Policy

Rationale:

We have this policy in place to ensure the staff and families are all consistent in following the National Regulations and Laws regarding excursions and incursions at St Patrick's OSHC.

Policy Statement:

Excursions will be conducted with the children's safety and enjoyment in mind. We will also have shows/visitors (incursions) to the centre to reduce the need to leave the centre.

For the children's safety the following guidelines will be followed:

- Written authorisation/permission from a parent or carer is required for any child to participate in excursions and incursions of any kind.
- Risk assessments will be completed for every excursion and incursion to ensure children's safety.

Considerations:

National Quality Standard for Early Childhood Education and Care and School Aged Care, specific reference to:

Quality Area 2: Children's health and safety

Standard 2.3: Each child is protected

Procedure:

Risk assessments are to be completed for each excursion and incursion. Risk assessments will identify any potential risks and will describe how they will be managed and minimised. Completed risk assessments will then be checked by the Nominated Supervisor.

During Vacation Care all of the information and permission forms required for our excursions or incursions will be sent to attending families. These forms will need to be completed before the children can attend the excursion/incursion.

The details included on the form are:

- Date of excursion/incursion

- Excursion destination
- Method of transport
- Activities to be carried out during the excursion
- Estimated arrival and departure times
- Cost of excursion/incursion

Excursion ratios:

1 staff member to 8 children

1 staff member to 5 children during water excursions

These ratios may be adjusted if required with the completion of a risk assessment.

Any vehicles used for transportation during excursions are to be fitted with suitable restraints.

A fully stocked first aid kit and emergency contact list must be taken on all excursions.

Children and adults must wear hats and sunscreens on all outdoor excursions.

Date Endorsed
Date for review & Evaluation