



School No: 2068 Established 1878

3.2 Excursions



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

This Service will include excursions as a valuable part of its overall program. Excursions will provide enjoyment, stimulation, challenge, new experiences and a meeting point between Cranbourne Primary OSHC and the wider community. Maximum safety precautions will be maintained and parent permission will be obtained before a child is taken on an excursion.

Procedures

Prior to excursion:

- Children's age, interests and abilities will be taken into consideration when planning excursions. Alternative arrangements should be planned in case of changed weather conditions.
- The Principal of Cranbourne Primary will approve all excursions.
- The Coordinator or nominated person will contact by phone or visit the excursion venue and perform a risk assessment. The risk assessment will include but not be limited to:
 - suitability of toilets,
 - hand washing facilities,
 - disabled access and
 - equipment.
- Parent permission forms detailing dates, destination, method of transport, number of accompanying adults departure and return times and activities undertaken will be required by Cranbourne Primary OSHC to be signed and returned by a parent/guardian prior to every excursion. There will be no changes to the notified itinerary except in an emergency.
- Adequate steps need to be taken when selecting transport. Buses must be equipped with seatbelts.

During the excursion:

- The following items will be brought on all excursions and be readily accessible to staff at all times:
 - First aid kit
 - Attendance record / roll
 - Emergency contact numbers / enrolment forms
 - Mobile telephone
- Head counts will be made at regular intervals and when moving from one area to another
- Staff will supervise children at all times. This includes in toilets and change rooms.

- Staff will satisfy themselves that the environment is safe for use before allowing the children access to it.
- Children will not be left in the sole care and custody of bus drivers or any other persons during excursions; staff ratio policies for Cranbourne Primary OSHC will continue to apply during excursions
- Staff / child ratios will be upheld at all times
- In the event of injury occurring during an excursion, see Illness and Injury Policy

Relevant Laws and Regulations

Education and Care Services National Regulations, 100-102, 168 Education and Care Services Act 2010, section 165, 167, 169 Children's Services Act, 29A
Children's Services Regulations 2009, P5, 53-56

Quality Area 2 and 4

Relevant Policies

Enrolment

Injury and Illness

Transport for Excursions

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025