



# PATTERSON LAKES PRIMARY SCHOOL

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## Outside School Hours Care – Excursions & Incursions Policy

### RATIONALE

The Outside School Hours Care excursion/incursion program enables students to further their learning and social skills development in a non-school setting. Excursions/Incursions complement and are an important aspect of the educational programs offered at OSHC.

### AIMS

1. To reinforce, complement and extend learning opportunities beyond the classroom.
2. To develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the real world.

### IMPLEMENTATION

- An excursion is defined as any activity beyond the school grounds. An incursion is defined as any activity within the school grounds that complements the learning programs at PLPS.
- For excursions seat belted buses must be used.
- The OSHC coordinator will:
  - Oversee all excursion details including transport arrangements.
  - Ensure all excursion activities comply with regulations and guidelines.
  - Complete an excursion risk management plan prior to all excursions.
  - Ensure the OSHC mobile phone and first-aid kit is taken for all excursions.
- OSHC Excursion Permission Notification Report
- All medical requirements will be referred to the current enrolment form completed by parents.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- All parents attending an incursion/excursion will be expected to provide evidence of an up to date "Working with Children Check". Such documentation will be photocopied and filed at the Administration Office.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in OSHC excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the OSHC coordinator.

### 100 Risk assessment must be conducted before excursion

- (1) The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.
- (2) The nominated supervisor of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.
- (3) A family day care educator must carry out a risk assessment in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.
- (4) A risk assessment is not required under this regulation for an excursion if—
  - (a) the excursion is a regular outing; and
  - (b) a risk assessment has been conducted for the excursion.

### 101 Conduct of risk assessment for excursion

- (1) A risk assessment for an excursion must:
  - (a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
  - (b) specify how the identified risks will be managed and minimised.
- (2) Without limiting sub regulation (1), a risk assessment must consider:
  - (a) the proposed route and destination for the excursion; and
  - (b) any water hazards; and
  - (c) any risks associated with water-based activities; and
  - (d) the transport to and from the proposed destination for the excursion; and
  - (e) the number of adults and children involved in the excursion; and
  - (f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required.

## 102 Authorisation for excursions

- (1) The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under sub regulation.
- (2) The nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under sub regulation.
- (3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service is not taken outside the residence or approved family day care venue on an excursion unless written authorisation has been provided under sub regulation.
- (4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state:
- (a) the child's name; and
  - (b) the reason the child is to be taken outside the premises; and
  - (c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
  - (d) a description of the proposed destination for the excursion; and
  - (e) the method of transport to be used for the excursion; and
  - (f) the proposed activities to be undertaken by the child during the excursion; and
  - (g) the period the child will be away from the premises; and
  - (h) the anticipated number of children likely to be attending the excursion; and
  - (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
  - (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
  - (k) that a risk assessment has been prepared and is available at the service.
- (5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

## REFERENCES

### National Regulations:

<http://www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf>

### ACECQA – Australian Children's Education and Care Quality Authority

<http://acecqa.gov.au/>


## EVALUATION

Guidelines are updated per National Regulations and ACECQA recommendations.  
DET guidelines will be cross referenced when/where applicable/required.

## CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed.....



School Council President

Signed.....



Principal