

## POLICY STATEMENT ON EXCURSIONS

Excursions are an integral part of St Pius X OSHC Service and will be arranged to provide a broad range of experiences and benefits for children. Parental permission will be sought for all excursions, which will be organised to comply with relevant standards or legislation.

### HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

- No child is to be taken outside the service (except for short walking excursions around the school) without the families written authorisation regarding the date, proposed destination, method of transport, staff:child ratio and activities involved.
- Children may be taken on short walking excursions within the community when parents have signed authority in the enrolment or other form.
- On excursions a lower staff to child ratio will apply, based on the outcome of a risk benefit analysis. As a general rule, an 1:8 ratio will apply, but may go lower in higher risk activities such as swimming excursions and higher in low risk activities such as a regular excursion to the cinema. An adult may be a staff person or a volunteer over the age of 18 and approved by the director to accompany staff and children on excursions. All volunteers must undergo police checks. (All Staff undergo police checks as required by legislation and Catholic Education requirements.) As a minimum the staffing ratio of one paid staff member to every 15 children or part thereof will be maintained on all excursions.
- On outings from the service children will, at all times, be in the charge of a responsible adult staff member. The director will appoint a person in charge for each outing.
- In determining an adult:child ratio for each outing, the following will also be considered:
  - the age and abilities of the children, any children with additional needs
  - the destination and length of the excursion
  - the transport to be used
  - the previous experience of the accompanying adults
  - the type of activity to be undertaken.
- Private bus operators will be used, unless otherwise stated, on all excursions
  - When private buses are fitted with seat belts the children and staff will be required to wear them.
  - When going on longer excursions out of the general metropolitan area, buses with seat belts will be used.
- Private vehicles will not be used to transport children, except in the event of an emergency. A private vehicle may be used to carry children on excursions only if:
  - it is equipped with seat belts
  - it is registered and believed to be in safe mechanical condition
  - it is fully insured
  - the driver has a full license and signed a school 'Transport of Students' form declaring they will drive in a safe/responsible manner and the car is registered, in safe mechanical condition and equipped with seat belts.
  - Permission is obtained by the parents.

- Before the journey begins a person in charge of a private vehicle should ensure that:
  - no child occupies a seat that is not fitted with a seat belt
  - every child has their seat belt on and secured
  - the vehicle is not overloaded as this could impede the driver and also jeopardise insurance entitlements, should there be an accident.
- When planning excursions, staff will take into account possible changes in weather and temperature into account. They will ensure there are sufficient shaded areas for all the children to protect them from the sun, and undercover areas or enclosed areas to protect them from rain and cold weather.
- All excursions will be publicised to all parents with full details of destination, times of departure and return, and any special items children may be required to bring.
- Parents are requested not to send their child on an excursion if the child has any signs of being unwell. This is in everyone's interests.
- When on an excursion staff will take and have accessible:
  - a first-aid kit
  - a list of all children on the excursion
  - list of emergency phone numbers
  - a mobile phone
  - any relevant childrens medication
  - water
- Should a child require medication while on excursion the usual procedures regarding medication will be followed.
- The service's sun-protection policy will be implemented on all excursions.