

# Mawson Lakes School - OSHC

## Policy Statement on Excursions & Transportation

*Excursions are an integral part of the children's program at the Mawson Lakes School OSHC Service and will be arranged to provide a broad range of experiences for children. Parental permission will be sought for all excursions, which will be organised to comply with departmental OSHC Standards.*

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

- No child is to be taken outside the service (including an excursion away from the service that involves the use of transport or crossing a main road) without the parent's written authorisation regarding the date, proposed destination, method of transport, activities and the number of staff to accompany and supervise the children (contained in the Enrolment/Booking Form and staff roster)
- On excursions there will be a maximum of **eight children to one adult** at all times. The staffing ratio of one staff member to every 8 children or part thereof will be maintained on all excursions.
- On swimming excursions there will be a maximum of five children to one educator at all times, according to the departmental OSHC Standards. Additionally, at least one of the adults in charge of children swimming will have a first-aid training.
- On outings from the service, children will at all times be in the charge of a responsible adult educator. The Director/Assistant Director will be in charge for each outing.
- Private buses used on every excursion (currently Kanga Coachlines). A private vehicle **will not be** used to carry children on excursions.

### **Bussing to and from excursions:**

- When leaving:
  - Each educator is assigned a colour group consisting of up to 8 children. no child occupies a seat that is not fitted with a seat belt.
  - The educator reads through their list while each child boards the bus.
  - Once all children are accounted for, the educator makes sure that children are seated and seat belts are secured.
  - Director or Assistant Director then go through all buses to double check that all children are accounted for, and walk through the bus to check seat belts.
- Upon arrival:
  - 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 excursions are planned, educators will take 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. Suncream, hats, proper shoes and clothing, drink bottles and appropriate food must accompany each child.
- All excursions will be publicised to all parents with full details of destination, times of departure and return, and any special items children are required to bring. There will be no change to the publicised itinerary unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of the children.
- 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, asthma kit and any personal medication along with the child's health care plan.
  - a list of all children and staff on the excursion
  - list of emergency phone numbers and mobile phones.
  - a completed Risk Assessment sheet
- Should a child require medication while on an excursion, child's health care plan will be followed.
- The service's sun-protection policy will be implemented on all excursions.