

Excursions are offered nearly every day during the Vacation Care program. Excursions facilitate a child's understanding of their world and provide opportunities for children to explore new and different areas of their community. When booking numbers allow some excursions are split for different age groupings.

- Authorisation is needed by the Service from the parent/caregiver to enable the child to participate in the various excursions. Children will not be able to participate if a permission form is not completed.
- The family/caregiver's responsibility is to be punctual for scheduled departures, comply with requests regarding suitable clothing and food (noting Allergy warnings) and by not sending their child/ren if un-well.
- Appropriate safety requirements for the varied excursions are worked out for each excursion by the Director in consultation with educators. A risk assessment is carried out for each off-site excursion which detail the risk management and identify appropriate educator/child ratios.
- A Certified Supervisor with Senior 1st Aid will be present on all excursions.

On days where the forecast temperature is 37°C or above, outdoor excursions will be cancelled and outdoor activities replaced or rescheduled in the interest of sun safety.

During Influenza outbreaks/pandemics, excursions will be cancelled or guided by either Government directives or risk/benefit assessments

Transport

Children who attend the Norwood Vacation Care program are not transported by educator's private vehicles. Transport to the various venues is by:

1. Bus Transport. We use a reputable private bus company
2. Walking, which are only short walks of under 30 minutes.
3. Public Transport, which the Service rarely uses.

Norwood OSHC Vacation Care is registered for summer bushfire warning. Excursions will be cancelled if their route and/or destination is at risk.

Excursion Procedure

- Educators establish which children are attending the excursion by reconciling the names of the children on the roll with the children who are present. This procedure occurs before, during and after the excursion to ensure that all children are accounted for. Head counts are carried out regularly and carefully.
- The Service's first aid kit, as well as individual children's allergy kits, are taken on all excursions and mobile phone contact is available at all times.
- The excursion sequence is established by educators before departure and explained to all children before the excursion begins. An expectation of children's behaviour is explained beforehand and also the consequences if those expectations are not met.
- In the event of a vehicle breakdown, educators are to contact the Service or venue to inform of delays. The children and educators are to stay on the bus unless there is an appropriate area adjacent to where the bus has broken down for the children and educators to wait. In the event of the bus being incapacitated an alternative bus will be arranged.

Water Safety

Water based excursions are an important summer activity which tie in learning opportunities and fun. Norwood OSHC use commercial swimming pools and slide facilities. On-site the Service uses a small inflatable swimming pool and hired water slides.

Appropriate safety requirements are included in the specific excursion risk assessment, or on-site risk assessment, which also identify the child/educator ratios. Commercial venues have additional supervision in the form of professional life-guards however educators position themselves at each pool or activity area to ensure that every child is within sight of an adult at all times. Some educators are designated to supervise and engage children in the water.

Injury or Illness on Excursions

In the event a child becomes ill or sustains an injury during an excursion:

- The child will be given 1st Aid and made comfortable
- If the child can no longer engage in the excursion activity their parent/caregiver will be contacted to collect them
- If it is a serious injury or illness an ambulance will be called and the parent/caregiver will be advised. Emergency transport is to the Women's and Children's Hospital, North Adelaide.

Emergency Procedures on Excursions

We are obliged to follow the emergency protocols put in place by the venue. This information will be made available to Educators on the day by venue staff.

However, the steps are;

For Groups:

- Each Educator must gather their group and proceed to the designated rally point.

For Whole Service Events:

- The Certified Supervisor will collect the First Aid bag (with Children's individual medications) and will have the daily roll and phone.
- Educators will be responsible to collect children in their immediate supervision and proceed to the designated rally point.
- Roll call for children and Educators.
- The Certified Supervisor will advise when it is safe to return to the venue or provide other instructions.
- The Certified Supervisor will discuss the events with the children allowing them to offer feedback and concerns.
- Educators will also debrief after an Evacuation Procedure.

National Law & Regulations:

Section: [51\(1\)\(a\)](#), [162\(a\)](#), [165-7](#), [170-1](#)

Regulations: [77-96](#), [97-102](#)

National Quality Standard:

- 2.1 Each child's health and physical activity is supported and promoted.
- 2.2 Each child is protected