



Star of the Sea School

OSHC
Excursion Policy

Open Hearts Open Minds



SCHOOL VISION STATEMENT

Our school is built on the core values of respect, inclusivity, compassion, collaboration and honesty. We support our families as the first and foremost educators of their child's faith development. Our vision paves the way for educating students for the 21st century but also draws from our history and tradition.

We guide our learners to be self-managed, innovative and critical thinkers who have a strong sense of who they are and their relationship in their world. As a learning community, we value the skills necessary to build meaningful relationships and for learners to be connected to each opportunity to develop their own personal growth. We encourage our learners to question, explore and discover so they actively contribute to a more compassionate society.

PURPOSE

At Star of the Sea School OSHC, we recognise that excursions provide valuable opportunities for children to engage with their community, explore new environments, and enrich their learning experiences in a safe and supportive manner.

The safety and wellbeing of children are paramount at all times. While families hold the fundamental responsibility for the protection of their children, we are committed to supporting this through careful planning and implementation of all excursions.

Our policy is grounded in Gospel values of freedom, justice, dignity, and respect for each individual child. We are committed to ensuring that all excursions comply with legal and regulatory requirements and uphold our duty of care towards children, staff, families, and the broader community.

BACKGROUND

Our vacation care programs offer a blend of quality in-house activities and carefully selected excursions designed to enrich children's experiences, foster their development, and provide opportunities for fun, challenge, and learning.

POLICY STATEMENT

Star of the Sea OSHC considers excursions a valuable part of our program. Each excursion is planned with care, underpinned by a detailed risk assessment to ensure children's safety and wellbeing. Parental consent will be obtained for all excursions, and comprehensive information will be shared with families. We strive to offer a diverse, engaging, and safe range of excursions that support children's growth and enjoyment.

NATIONAL LAW AND REGULATIONS

Regulation 168	Education and care services must have policies and procedures
Regulation 100	Risk Assessments must be conducted before excursions
Regulation 102	Authorizations for Excursions

NATIONAL QUALITY STANDARD

Quality Area 2	Healthy and Safety of Children
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RELATED POLICIES AND DOCUMENTATION

- Risk Assessment Policy
- Authorisation and Consent
- Emergency and Evacuation Policy
- Administration of First Aid Policy
- Infectious Diseases Policy

RELATED LEGISLATION AND GUIDLINES

- Camps and Excursion Handbook

HOW THE POLICY WILL BE IMPLEMENTED

General Educator-to-child ratios for excursions will be determined through a thorough risk assessment, taking into account the National Law (sections 165, 167, and 174) regarding adequate supervision. Particular consideration will be given to excursions involving new children or educators. The risk assessment will include:

- The age and abilities of the children
- The destination and duration of the excursion

- The mode of transport
- The experience of accompanying adults
- The nature of planned activities

Weather (in conjunction with the Sun Protection Policy)

- Staff will monitor weather forecasts from 48 hours prior to the excursion through to the day itself, considering temperature and weather changes.
- During summer, staff will check with local CFS, MFS, and/or the Bureau of Meteorology for any weather warnings relevant to the excursion location and implement contingency plans as needed.
- For excursions in areas with potential fire danger, close monitoring and appropriate safety measures are essential.
- Educators will ensure adequate shade and protection from sun, rain, and cold weather.
- Programs will remain flexible to allow cancellation, modification, or shortening of excursions in the children's best interests, and alternative experiences will be offered.

Family Information

- Excursion details will be communicated to families in advance, with no changes made unless necessary for safety and wellbeing.
- Where weather conditions require changes, the Director will notify families as soon as possible, via email when prior to departure.
- Written parent/guardian authorisation is required for all excursions.
- Families will be advised in the Vacation Care Program of clothing, snack/lunch requirements, and other relevant details.

Other considerations

Staff are encouraged to visit excursion venues beforehand to ensure risks are minimised.

If a child becomes ill or sustains an injury during an excursion:

- First aid will be administered and the child made comfortable.
- If needed, parents/guardians will be contacted to collect the child.
- In the event of serious injury or illness, an ambulance will be called and parents notified.

If a child displays symptoms of an infectious disease or infestation:

- The child will be withdrawn from the group and monitored in a separate area.
- Parents/emergency contacts will be contacted immediately to collect the child from the excursion.

Transport

- Bus drivers must hold a current license and police clearance.

In the event of a breakdown:

- The staff member in charge will contact the Director and, if needed, arrange alternative transport.

In the event of an accident:

- Staff will check for injuries, administer first aid, call an ambulance if necessary, and comfort the children.
- The staff member will record relevant details of other drivers involved.
- The Director will be notified, police contacted if required, and families informed. An accident report will be completed upon return.

Roles and responsibilities

The Director and educators will:

- Meet the needs of children requiring medication, in line with the Medical Conditions Policy.
- Implement the Sun Protection Policy during excursions.
- Inform families about food requirements for excursions.
- Develop staff break strategies according to the relevant Award.

Families will be responsible for:

- Keeping unwell children at home.
- Following the service's requests regarding clothing, food, and other specific needs.
- Ensuring children arrive on time so final preparations can be completed before departure.

EXCURSION CHECKLIST

Prior to excursion:

- The regular code of conduct for both children and educators will apply throughout the excursion.
- The designated person in charge will clearly communicate all expectations and procedures related to the excursion prior to departure.
- Children will be briefed on what to do should they become separated from the group.
- Wristbands with the OSHC service contact number will be provided to all children for identification purposes.

Items to Take on Excursion:

- Fully charged mobile phone
- First aid kit, including ice packs, children's medication, and medical plans
- Sign-in sheet and attendance list of all participating children
- Camera
- Completed risk assessments

- Spare clothing
- Emergency contact list of staff
- Emergency contact list of parents/guardians
- SPF 50+ broad-spectrum, water-resistant sunscreen
- Hats
- Wristbands
- Permission slips for the specific excursion

Procedures During Excursion:

- Prior to children using public toilets, staff will inspect facilities to ensure safety and hygiene standards.
- A staff member will accompany children to the toilets and remain vigilant until all children have finished.
- Children will bring their own bags and water bottles on the excursion.
- Staff will communicate via walkie-talkies or mobile phones throughout the excursion.
- Children will have access to drinking water at all times.
- Continuous head counts and roll checks will be conducted to ensure all children are accounted for.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of our school community.

ACKNOWLEDGEMENT AND APPROVAL

This policy has been developed in consultation with staff, students, and the broader school community and was approved in _____.

REVISION RECORD

Implemented	November 2024
Ratified by School Board	
Last Reviewed	29 th June 2025
Next Review	June 2026