

Intereach Out of School Hours (OOSH) Excursion and Regular Outings procedure



Applies to	Intereach Out of School Hours (OOSH)				
Policy	NQS Two: Children's Services Health and Safety Policy				
Version	2.0	Date approved	03/09/2025	Next review date	03/09/2028

1. Objective

Intereach Children's Services believe that excursions and regular outings are a valuable part of our educational program, providing opportunities for children to build connections with the local community, contribute to their sense of belonging and connection with the world around them.

Intereach are committed to ensuring the safety, health and wellbeing of children during excursions and regular outings by conducting risk assessments and ensuring authorisations are obtained from families or other authorised persons.

2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met and staff are trained in excursion and supervision procedure;
- develop appropriate risk assessments for each excursion or regular outings, including site visits undertaken prior to the excursions;
 - ensure this risk assessments are reviewed prior to each excursion or regular outings to verify information is still current and correct.
 - review risk mitigation strategies prior to excursion;
- ensure staff attending the excursion are aware of the risk assessment and controls in place for the excursion or regular outing.
- ensure all children have written authorisation from parents/guardians or authorised persons to leave the service on an excursion, including providing access to information about the nature and specific details of excursions and regular outings for their child;
- complete a new risk assessment for regular outings including site visit, every 12 months or when circumstances change. Risk assessments for regular excursions will be reviewed every quarter.
- cancel excursions if weather conditions or other environmental factors are deemed inappropriate for the planned activity
- ensure staff to child ratios are maintained during the excursion; and,
- take reasonable steps to ensure that staff follow the policy and relevant procedures.

It is the responsibility of the Nominated Supervisor or the responsible person to:

- review and approve a completed Benefit Risk Assessment Plan prior to an excursion taking place;
- ensure a new risk assessment is completed when circumstances change for excursions or regular outings;
- ensure all children attending the excursion have written authorisation from parents/guardians or authorised persons to attend prior to the excursion or regular outings;
- ensure each staff is assigned a specific group of children and is responsible for conducting and recording regular headcounts, including at the beginning and end of the excursion, to

maintain accurate supervision and safety. Use the child attendance list to identify group of children under each staff member. Ensure staff understand the details of the excursion, the expectations, and their supervision responsibilities;

- ensure staff are aware of children with special or additional needs on excursion. Brief on each child's specific needs including medical conditions, communication aids or mobility assistance; (*Refer to Dealing with Medical Conditions Procedure*)
- verify that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management and action plans, mobile phone, emergency contact lists, etc.)

It is the responsibility of staff to:

- Review the *Risk Assessment Plan* prior to the excursion or regular outing to identify and assess any risks associated with the trip to ensure the safety, welfare and well-being of any child participating in the excursion or regular outing;
- ensure the excursion is carried out in line with the risk assessment, *Excursion and Regular Outings* and *Safe Transport of Children* procedures;
- check that all children attending the excursion have current written authorisation from families or authorised persons named on the enrolment to attend prior to the excursion;
- ensure the correct ratio of staff to children as per the *Supervision Procedure* are in place and children are supervised at all times;
- undertake regular attendance checks to account for all children;
- ensure the parents/guardian or authorised nominee dropping the child have signed in the child and signed out when picking up the child.
- ensure family members attending the excursion understand the expectations and risk mitigation strategies and are not left alone with any child or group of children;
- take extra care to ensure that children with special or additional needs have their individual requirements met during excursions, including access to any necessary aids or equipment that support their participation and wellbeing. Ensure all children's health and medical needs are accounted for during the excursion by bringing essential items such as a fully stocked first aid kit, each child's personal medication, and their medical management plans;
- if a child being collected by a parent or authorised nominee during an excursion or regular outing ensure;
 - the process identified in the *Delivery and Collection of Children procedure* are followed;
 - the parent or authorised nominee is listed in the child's enrolment record or a person authorised in writing by the parent or nominee is collecting the child;
 - written authorisation is obtained prior to the collection of the child, specifying the date, time and location of the pickup;
 - document the collection including the name of the person collecting the child and the time of departure.
 - hand over the child in a safe and supervised area; and
 - a headcount and roll call conducted immediately before and after the child's departure to ensure all remaining children are accounted for.
- keep all risk assessments and authorisation forms on file as per the *Intereach Data Security and Retention Policy*.

It is the responsibility of parents/guardians or authorised persons to:

- sign the authorisation forms for their child to attend the excursion or regular outing and ensure all information required is up-to-date;
- provide updated authorisation form for their child to attend excursion or regular outings every twelve months;
- be aware of all the information about the excursion or regular outing and ask questions if more information is needed;
- ensure the child is signed in when dropping the child and signed out when picking up the child.
- if volunteering on excursions, understand the details of the excursion and the expectations, the risk mitigation strategies and supervision responsibilities; and,
- ensure required medication, medical plan and medical equipment for their child is in date, in good working order and available to take on an excursion.

3. Procedure

3.1. Risk assessment

Staff will carry out a risk assessment which will identify and assess risks that the excursion or regular outing may pose to the safety, health or wellbeing of any child taken on the excursion and specify how the identified risks will be managed and minimised. The risk assessment for each excursion and regular outings will consider:

- Route and destination
- Water hazards
- Transport method
- Number and ratio of children to adults
- Duration and activities
- Emergency preparedness (e.g., mobile phone, first aid kit)
- Consideration of special or additional needs of children

Risk assessments for excursions will be based on:

- knowledge of the venue and the facilities available, including a physical visit to the venue if the staff member has not already done so;
- safety of the venue: suitability and ability to adequately supervise children at all times;
- weather conditions which would make the excursion/venue unsuitable or weather alerts for fire, flooding or storms;
- in warmer weather conditions, adequate shade and sun protection is available;
- the safest method of transporting the children to and from the venue; including the means of transport and the process for entering and exiting the education and care service and the pick-up location or destination;
- the requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
- meals, snack and drinking water, how these will meet children's nutritional needs and be provided in a hygienic way;
- children's sleep and rest requirements;
- children's toileting/nappy change requirements and specific clothing and equipment which is appropriate to the activity;

- risk of infection;
- the proposed activities and the learning outcomes for children considering their ages, capabilities and interests;
- supervision requirements, refer to the *Supervision Procedure*;
- possibility of a child going missing with an unlikely/minor risk rating;
- possibility of a child being collected by a parent or authorised nominee during an excursion or regular outing.
- the proposed duration of the excursion;
- threats posed by strangers, stray pets or natural pests such as birds;
- additional needs of children and medical conditions for each child;
- consideration of any water hazards and any risks associated with water-based activities; and,
- other risk minimisation actions taken such as friendship buddies, colour coded small groups with coordinated coloured vest staff member, head counts, scanning, frequent roll calls

3.2. Adequate Supervision

Supervision implications are considered during the planning of the excursion and when completing risk assessment, including the understanding of different ages and abilities of children will need different levels of supervision.

Adequate supervision will be provided during excursions and periods of transportation including during different times within excursions. (Refer to the *Supervision Procedure*) while maintaining the staff-to-child ratios to ensure the safety, welfare and wellbeing of children during excursions.

Children will be closely supervised when they are in a situation that presents a higher risk of injury, e.g. during water play or during transportation provided or arranged by the service.

Children will be counted at the beginning and end of each excursion or regular outing, with additional headcounts conducted periodically (every 30 minutes) throughout the period of excursion or regular outing.

When walking within an excursion, staff are to position themselves with a leading staff at the front of the children's line and one staff at the end of the children's line and all other staff position themselves evenly throughout the children's line and are to walk on the closest side to the road. When crossing a road with the lined children, at least two staff members when safe to do so are to position themselves in the middle of road (wearing high VIS vest) stretching arms open and out providing a signal to vehicles children are crossing and signalling to the group line leading staff to commence crossing with children when it is safe to do so.

3.3. Essential items taken on excursions

Items to be taken on excursions will include:

- given time and location of outing;
- a fully stocked and up to date first aid kit;
- drinking water and food where necessary;
- a readily accessible list (electronic or hard copy) of all children in attendance with relevant personal details and parent/guardian contact numbers;
- a readily accessible child list (electronic or hard copy) of all relevant contact numbers;
- a mobile phone that is charged, has credit and has no restrictions for making or receiving calls;

- fully charged walkie talkies if required for staff communication during the excursion (Refer to *OOSH walkie talkie procedure* for detailed information on using walkie talkies)
- readily accessible (electronic or hard copy) management and action plans and medication for any child where it appropriately applies to their medical condition;
- items that support individual children's needs e.g. nappies, wipes, change of clothes, etc.;
- suitable clothing and accessories to ensure children are comfortable and safe in the relevant weather conditions;
- items that support the sun safe policy e.g. sunscreen, appropriate clothing and hats; and,
- staff details including the name of the staff and the name and number of the Nominated Supervisor (electronic or hard copy).
- High vis vests to be worn by staff and children are to wear colour coded vests within groups

3.4. Authorisation for Excursions and Regular Outings

A parent or authorised person must provide written authorisation for an excursion or regular outing prior to any child attending the excursion.

Excursions require specific written authorisation detailing the child's name, date and destination, transport method and activities, whereas authorisation for regular outings will be obtained once per year.

Authorisation Forms will contain the following information;

- the child's name
- the reason the child is to be taken outside the service premises
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing;
- a description of the proposed location of the excursion
- the method of transport to be used
- proposed activities to be undertaken as part of the excursion
- the period of time that the child will be away from the service premises
- the anticipated number of children attending the excursion
- the anticipated ratio of staff to children attending the excursion
- the anticipated number of staff members, and any other adults who will accompany and supervise children on the excursion
- confirmation that a risk assessment has been prepared and is available at the service. The authorisation form should require parents/guardians to include contact details for two people

Casual or relief care children (excluding vacation care children) may be included in the excursion if a parent's or authorised contact's permission has been given.

Regular outings may include but are not limited to:

- going to or from a school to collect children who attend the service;
- shopping;
- visiting the local library;

- attending a park or playground; and/or,
- attending a local aged care facility.

If there is a change to a regular outing (for example the library has changed premises), a new risk assessment must be completed, and the staff must obtain authorisation from the parents/guardian.

3.5. Sick or Injured Children

- In the event that a child becomes unwell during an excursion, staff will follow the processes detailed in the *Incidents, injuries, trauma and illness procedure* and the *Administration of first aid procedure*.
- If the illness is deemed to be serious (i.e. if immediate medical aid or hospitalisation is required), then follow the emergency procedures detailed in the *Incidents, injuries, trauma and illness procedure*.
- The Nominated Supervisor or Person in Charge should ensure that a first aid kit is accessible at all times during excursion periods and during transport.

3.6. Lost children during an excursion

If a child is unaccounted while on an excursion, the following processes will be followed immediately to ensure the safety of all children:

- If at any point a child leaves the excursion venue and does not respond to a staff request to return, the Police must be contacted by the Responsible Person in Charge immediately on 000.
- The Responsible Person in Charge will contact the Program Manager, who will notify the child's parents/guardians or emergency contact about the child leaving the premises.

3.7. Record Keeping

All records relating to a child enrolled at the service must be kept for three years from the last day they were educated and cared for by the service, this includes risk assessments and authorisation.

4. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, staff, volunteers and students or when there is a legislative change.

5. National Quality Framework

Element	Concept	Description
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	Child Safety and Protection	Management, and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
5.1	Relationships between staff and children	Respectful and equitable relationships are maintained with each child.
6	Collaborative partnership with families and communities	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

6. Context	
6.1. Legislation or other requirements	Education and Care Services National Regulations consolidated 2017 Education and Care Services National Law Act 2010
6.2. Standards or other external requirements	Australian Children's Education and Care Quality Authority (2017). National Quality Standards Australian Children's Education and Care Quality Authority (2017). Guide to the National Quality Framework Department of Education, Employment and Workplace Relations. Childcare Service Handbook – July 2025 Early Childhood Australia (2016). Code of Ethics Macquarie University. Kids and Traffic resources. Accessed November 2019 from http://www.kidsandtraffic.mq.edu.au/ VicRoads. Child Restraints. Accessed November 2019 from https://www.vicroads.vic.gov.au/ Transport for NSW. Childcare Seats. Accessed November 2019 from https://roadsafety.transport.nsw.gov.au/ Roads and Maritime Services. Child Care Seats – Make the safest choice. Accessed November 2019 from https://www.childcarseats.com.au/legal-requirements/ Department of Education and Training Victoria. Excursions and regular outings. Accessed November 2019 from https://www.education.vic.gov.au/ Child Safe Standards NSW Child Safe Standards ViC
6.3. Internal Documentation	ASCIA Anaphylaxis Action Plan Risk Assessment Plan Supervision Procedure Sun Protection Procedure Water Safety Procedure Providing a Child Safe Environment Procedure Transport Procedure Safe Arrival of Children Procedure Incident, Injury, Trauma and Illness Procedure Dealing with Medical Conditions Procedure Delivery and Collection of Children Procedure Intereach Data Security and Retention Policy Incident, Injury, Trauma and Illness Form (Hard copy book) Medical Management Plan Medical Risk Minimisation Plan Child Medication Record Risk Assessment Form – Transport, Excursions or Regular Outings Excursion and Transportation Authorisation Form

7. Document control			
Version	Date approved	Approved by	Next review
1.0	16/06/2020	R. Phillips -Acting Senior Manager, Children and Family Services	16/06/2023
2.0	29/9/2020	S. Hall - General Manager, Operations	29/09/2023
2.1	12/4/2021	T Mercer - Program Manager, Quality (minor change)	29/09/2023
3.0	9/11/2023	M. Piffero – General Manager, Operations	9/11/2026
1.0	18/07/2024	The Children's Services procedure separated to be a standalone procedure for OOSH and approved by: J Farrow - Manager Education and Care	18/07/2024
2.0	03/09/2025	J Farrow – Manager Education and Care – changed procedure in accordance with OOSH compliance notice	03/09/2028