

OSH Excursion Policy



Aim:

Ormond Primary School OSHC considers age appropriate excursions and incursions to be an integral part of the OSHC service as they provide variety, which adds to the children's life experiences.

Implementation:

The Coordinator is responsible to ensure that:

- Parents will be advised in writing about planned excursions.
- Parents/Guardians written consent is filed with enrolment forms.
- The staff/child ratio for Children's Services Regulations 2009 and National Standards for Out of School Hours Services are followed on excursions.
 - Centre Based days 1 staff member : 15 children
 - Excursions 1 staff member : 8 children
 - Swimming/Water activity 1 staff member : 5 children
- There are two staff on duty at all times.
- Staff supervise children closely on excursions and conduct head counts and similar supervision techniques, they also require children to adhere to safety precautions.
- Staff take the following items on all excursions:
 - Copies of parents/guardians information and emergency contacts for the day of the excursion
 - Copies of children's health information and management plans.
 - Children's medications (including Epipens)
 - First Aid equipment and supplies.(including Ventolin, Spacer and spare Epipen & Epipen Jnr).
 - A mobile phone
 - Copies of staff information and emergency contacts.
- In accordance with the Children's Services Regulations 2009 and Children's Services Act 1996 and National Standards for Out of School Hours Services, staff will hold appropriate First Aid qualifications and Life Saving Certificates.
- When the service visits an unfamiliar location, a staff member will attend prior to the day to gain safety information and determine the location of toilets, lunch area, play area, possible shelter, and possible activities available. A Risk Assessment on the venue and activities to be undertaken will be conducted.

Renewal and Approval:

This policy will be reviewed in line with National Law and National Regulations.

Ratified by School Council