MT HAWTHORN OUT OF SCHOOL HOURS
COMMUNITY CENTRE INCORPORATED

Excursion Policy

Policy Statement:
Excursions are considered to be an integral part of the children's program and will be arranged accordingly to provide a broad range of learning experiences for children. Parental permission will be sought for all excursions which will be organised to comply with the Children & Community Services (Outside School Hours Care) Regulations 2006 (WA).

Procedures:
On outings from the Centre children will at all times be in the charge of a senior adult staff member, who will be responsible for the supervision and management of the children and of the other contact staff members and any volunteers accompanying the children. The Director will appoint a person in charge for each outing. Staff will strictly follow the Centres Excursion Guidelines.

Parents will sign a permission section on the enrolment form in order to give permission to staff to take children to Mt Hawthorn School to play on the grounds when staff feel fit to do so.

The contact adult: child ratio will be not more than 1:11 at all times for any excursion moving across to Mt Hawthorn School ground in order to let children play on the playground and equipment.

When excursions are planned staff 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 under cover areas or enclosed areas to protect them from rain and cold weather.

Children will be walking across to Mt Hawthorn school making use of the over bridge, accompanied by staff.

Children may be taken on walking excursions within the community when parents have signed the authority contained within the enrolment form.
Risk assessment forms will be filled out for all excursions, excluding movement between the two services.

Sources:

OSHCQA Quality Practices Guide – Principles: 3.2; 4.2; 5.4; 7.2

Children & Community Services (Outside School Hours Care) Regulations 2006 – Regulations: 67; 68; 69; 70; 71; 72; 73; 79; 80

Excursion ideas from – Kids in Perth Newsletter; Shire Offices; Libraries etc.

Department for Community Development Factsheets – www.community.wa.gov.au

NATIONAL QUALITY FRAMEWORK

Education and Care Services National Law Act 2010(Vic) – Section 3(2)(a); 165; 167; 169

Education and Care Services National Regulations – Reg 75(e)(f)(k)(l); 109; 110; 111; 112; 113; 114; 135

National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010) – Element 1.1.1; Element 1.1.2; Element 2.3.1; Element 2.3.2; Element 4.1.1; Element 4.2.1; Element 6.1.2; Element 6.2.1; Element 6.4.2; Element 7.6.1

Early Years Learning Framework for Australia – Practice: Holistic approaches; Responsiveness to children; Intentional teaching; Learning environments – Outcomes: 2, 3, 4

Framework for School Age Care in Australia – Practice: Holistic approaches; Collaboration with children; Intentionality; Environments – Outcomes: 2, 3, 4

Developed: November 2012  Next Review: May 2016
Mt Hawthorn Out of School Centre

Excursion Plan

Date: __________________________ Location: __________________________

Time Departing: _______________ Time Returning: _______________

Staff member in charge: __________________________________________

Number of Children Attending: ________________________________

Number of Special Needs Children Attending: ________________

Nature of Excursion: ____________________________________________

________________________________________________________________

Transport Arrangements: _________________________________________

________________________________________________________________

Supervision Arrangements

Number of qualified staff: _______ Number of unqualified staff: _______

Program of activities: ____________________________________________

________________________________________________________________

________________________________________________________________
Contingency for inclement weather: _______________________________
________________________________________________________________

Safety measures and emergency plans: ____________________________
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