



Outside School Care NT

OSC-NT.15 – Excursions and Incursions Policy

Policy Description	This Policy outlines the guidelines that must be followed when organising Excursions or Incursions for any OSC NT site.
Key Points	<p>Excursion – is defined as any organised trip away from the nominated after school or vacation care site. It does not include re-location of site on an ad-hoc basis.</p> <p>Incursion – is defined as any organised activity that takes place on –site with resources and staffing by a third party (For eg. water slide, bouncy castle, petting zoo).</p> <p>The policy outlined here applies to both Excursions and Incursions</p>
1.0 Risk Assessments	Both The Provider and Nominated Supervisor must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.
1.1 Conduct of Risk Assessment	<p>(1) A risk assessment for an excursion or incursion must—</p> <ul style="list-style-type: none"> (a) identify and assess risks that the excursion/incursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and (b) specify how the identified risks will be managed and minimised. <p>(2) Without limiting subregulation (1), a risk assessment must consider—</p> <ul style="list-style-type: none"> (a) the proposed route and destination for the excursion; and (b) any water hazards; and (c) any risks associated with water-based activities; and (d) the transport to and from the proposed destination for the excursion; and (e) the number of adults and children involved in the excursion; and (f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and <p><i>Example. Specialised skills could include life-saving skills.</i></p> <ul style="list-style-type: none"> (g) the proposed activities; and (h) the proposed duration of the excursion; and (i) the items that should be taken on the excursion. <p><i>Example. A mobile phone and a list of emergency contact numbers for children on the excursion.</i></p>
2.0 Need for Authorisation	<p>The Approved Provider and the Nominated Supervisor must ensure that a child being educated and cared for by the service is not taken outside the care service premises on an excursion unless written authorisation has been provided by the parent/guardian.</p> <p>OSC NT has a defined template for authorisations that must be used.</p>

<p>2.1 Form of authorisation</p>	<p>The authorisation must be given by a parent or other person named in the child’s enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state—</p> <ul style="list-style-type: none"> (a) the child’s name; and (b) the reason the child is to be taken outside the premises; and (c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and (d) a description of the proposed destination for the excursion; and (e) the method of transport to be used for the excursion; and (f) the proposed activities to be undertaken by the child during the excursion; and (g) the period the child will be away from the premises; and (h) the anticipated number of children likely to be attending the excursion; and (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and (k) that a risk assessment has been prepared and is available at the service. <p>If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.</p>
<p>Related Policy and Procedures, Forms or Checklists:</p>	<p>OSC NT Parent Authorisation Template Medical Conditions Policy Risk Assessment Template</p>
<p>Specific Information for Parents:</p>	<p>OSC NT Parent Authorisation Template</p>
<p>Sources/References:</p>	<ol style="list-style-type: none"> 1. Education and Care National Amendment Regulations 2017: regulations 99, (4), 100, 101, 102 (4) 2. National Quality Standards 3. National Education and Care Services Law 2010 4. National Quality Framework. www.acecqa.gov.au 5. National Quality Standards February 2018, standards: 2.3, 2.3.1, 2.3.2,
<p>Version Control/Updates:</p>	<p>Version: 2.0 December 2013</p> <p>To be reviewed and updated by: June 2014</p> <p>Version 3.0 September 2017</p> <p>To be reviewed and updated by: September 2018</p>