



Wesley Out of School Hours Care Policy Excursions

1. Purpose

Wesley Out of School Hours Care (WOOSH) acknowledges the value of relevant excursions in allowing children to gain a greater insight of the society in which they live, and learn from these experiences. Our service will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion.

2. Scope

This policy applies to the staff, clients and visitors of WOOSH as required by the following Regulations and Standards.

National Quality Standard

QA2	2.2	Each child is protected
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

National Law(s) and National Regulations(r)

r99	Children leaving the education and care premises
r100	Risk assessment must be conducted for excursion
r101	Conduct of risk assessment for excursion
r102	Authorisation for excursion
r168	Education and care service must have policies and procedures
s165	Offence to inadequately supervise children
s167	Offence relating to protection of children from harm and hazards

My Time, Our Place

LO1	Children feel safe, secure, and supported
LO2	Children are connected with and contribute to their world
LO4	Children are confident and involved learners



3. Policy statement

Wesley Out of School Hours Care will plan excursions to extend the educational programming at the service. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the service's premises. Parental permission will be sought for all excursions and each excursion will be carefully planned and the potential risks assessed. These risks will be assessed following guidance from our Risk Management Policy.

When planning excursions, educators will take into consideration experiences that encourage children to investigate ideas, solve problems and use complex concepts and thinking, reasoning and hypothesizing and to transfer and adapt what they have learned from one context to another.

4. Principles

Wesley Out of School Hours Care aims to provide children of the service opportunities to explore their physical and social environment, including their local community through planned excursions away from the services premises.

5. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care employees shall adhere to this policy.

6. Consultation & Approval

This policy has been developed in consultation with the Senior Coordinator, Wesley Out of School Hours Care, Area Coordinator/s, Wesley Out of School Hours Care, Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.