

Outside of School Hours Care Excursion Policy



Help for non-English speakers If you need help to understand the information in this policy please contact Waubra Primary School on 5343 5358 or waubra.ps@education.vic.gov.au

Aim:	Waubra Primary School Outside of School Hours Care (OSHC) is committed to the ongoing safety of all stakeholders at an education and care service, including planning for and being prepared to conduct safe and appropriate excursions within service delivery
Date of Operation:	24/04/2026
Review Dates:	24/04/2027

POLICY

Waubra Primary School OSHC is committed to

- ensuring the safety, health, and wellbeing of children at all times, including during excursions and service events,
- providing adequate supervision of all children during excursions and service events, providing opportunities through the educational program for children to explore and experience the wider environment and broader society, and
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development

Waubra Primary School Council is responsible for:

- developing an Excursions Policy in consultation with the staff and parents/guardians at the service and ensuring that they know where to access the policy and comply with its requirements,
- ensuring that all parents/guardians have completed, signed, and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises,
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge,
- ensuring strategies are in place to provide an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening,
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities,
- providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma, or illness
- ensuring emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma, or illness, and
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities.

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The Nominated Supervisor is responsible for:

- ensuring educators, staff, parents/guardians, volunteers, students and others at the service know how to access this policy and comply with its requirements,
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record (Regulation 161),
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation to permit their child to attend an excursion that is not deemed a routine outing (Regulation 161, 102(4)),
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4),
- ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day,
- ensuring that children are adequately always supervised,
- ensuring that educator-to-child ratios are always maintained, including during excursions and service events,
- ensuring only educators who are working directly with children are included in educator-to-child ratios,
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children,
- ensuring that a risk assessment is carried out for an excursion before authorisation is sought from parents/guardians,
- ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101,
- ensuring that the Excursion Permission Form is completed, signed by parents/guardians, and filed with the daily attendance record for each excursion,
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs, or medical conditions,
- ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests, and experiences of each child, and take into account the individual differences of each child,
- ensuring the purpose and educational value of each excursion or service event is communicated to parents/guardians,
- ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening,
- ensuring there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers, and students, with contact details for each individual and records of Working with Children's Check, as required,
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities,
- ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other offsite activities
- ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma, or illness,
- ensuring sunscreen (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade, and

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- displaying a notice at the service indicating that children are on an excursion and including the location of the excursion and expected time of return to the service.

Educators are responsible for:

- contributing to the development of an Excursions and Events Policy reading and complying with the requirements of the Excursions and Events Policy,
- providing adequate supervision always,
- providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form,
- checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion,
- allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record,
- maintaining the required educator-to-child ratios always, and adequately supervising children during excursions and service events,
- adequately supervising parents/guardians, volunteers, students, and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children,
- understanding the risk assessment for an excursion or service event as part of the planning for the event,
- supporting all children to participate in excursions and service events regardless of their abilities, additional needs, or medical conditions,
- taking each child's personal medication and current medical management plan on excursions and other offsite activities,
- taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities,
- keeping an accurate attendance record of children attending excursions, and for children remaining at the service while an excursion is happening,
- discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity, and
- informing parents/guardians of items required by children for the excursion or service event e.g. snack/lunch, sunscreen, hat, coat etc.

Roles and Responsibilities

Role	Responsibility
Educators and Supervisors	Educators, Supervisors, will oversee the implementation and service adherence to this policy. All Educators are responsible for the daily implementation of the policy when directly supervising children.
Nominated Supervisor / Person with Management or Control	Nominated Supervisor / Person with Management or Control are responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
School Council / Principal	Provide official sign off on the Policy.

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POLICY REVIEW

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Waubra Primary School OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

Legislation and Standards

- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [National Quality Standards](#) (Quality Area 1: Educational Program and Practice, Quality Area 2: Children's Health and Safety)
- [Child Safe Standards](#)

Supporting Documents

(Include links to relevant supporting documents as appropriate)

STAFF POLICY ACKNOWLEDGEMENT

I acknowledge:

- receiving the Waubra Primary School OSHC Excursion Policy,
- that I will comply with the policy, and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your Name:	Meaghan Hallcroft
Signed:	Mhallcroft
Date:	24/04/2026
Waubra Primary School OSHC sign off:	