



# **EXCURSION, INCURSION AND EXTRA CURRICULAR ACTIVITIES**

## **PURPOSE**

Kilkenny OSHC is committed to ensuring that all excursions, incursions and extra-curricular activities are planned, authorised, risk assessed and conducted in a manner that protects the health, safety and wellbeing of children at all times.

Excursions and related activities will be used to enhance children's learning, social development, cultural understanding and connection with the broader community.

The service will comply with:

- Education and Care Services National Law 2010
- Education and Care Services National Regulations (2025 amendments)
- Work Health and Safety Act 2011 (SA)
- South Australian child safety standards and emergency management requirements

Children's safety, rights and best interests are the paramount consideration.

## **SCOPE**

This policy applies to:

- Children enrolled at Kilkenny OSHC
- Families and carers
- Educators and staff
- Volunteers and students
- Visitors
- Approved Provider and Nominated Supervisor





## **REGULATORY FRAMEWORK**

Kilkenny OSHC will comply with:

### **National Law and Regulations**

Including but not limited to:

- Regulation 51(4A) Service capacity compliance
- Regulation 97 – Emergency procedures
- Regulation 100–102F – Excursion and transport requirements
- Regulation 122–123 – Staffing ratios
- Regulation 136 – First aid requirements
- Regulation 168–172 – Policy compliance

Relevant offences relating to supervision and child protection will be strictly observed.

## **DEFINITIONS**

### **Excursion**

*An outing organised by the OSHC service where children leave the service premises under educator supervision.*

### **Regular Outing**

*An excursion undertaken regularly as part of the educational program where risk circumstances remain substantially similar.*

### **Incursion**

*An educational activity where external providers visit the service to deliver programs.*

### **Extra-Curricular Activity**

*Activities organised independently from OSHC but occurring during OSHC operating hours, such as music or sport lessons.*





### **PRINCIPLES**

Kilkenny OSHC will ensure:

- Adequate supervision at all times
- Effective risk management strategies
- Compliance with child safe standards
- Inclusive participation opportunities
- Cultural safety and respect

### **APPROVED PROVIDER AND MANAGEMENT RESPONSIBILITIES**

Management will ensure:

- Excursions, incursions and activities are approved prior to implementation
- Risk assessments are completed prior to authorisation
- Authorisation forms are obtained from families
- Staff are trained in emergency response procedures
- Compliance with licensing capacity limits

Management will ensure all documentation is retained for 3 years.

### **EXCURSION AND INCURSION RISK ASSESSMENT**

A risk assessment must be completed prior to authorisation under Regulation 101.

The risk assessment will include:

- Purpose and educational value
- Transport arrangements
- Water hazards
- Weather conditions
- Duration of activity
- Child accessibility and inclusion needs
- Staffing ratios and supervision requirements
- Emergency procedures
- Venue safety compliance





For transport excursions, additional transport risk assessment requirements under Regulations 102B–102F will be completed.

Risk assessments will be reviewed if circumstances change.

### **AUTHORISATION REQUIREMENTS**

Children will not participate in excursions without written parental or authorised guardian consent.

Authorisation records must include:

- Child details
- Activity purpose
- Destination and route
- Transport method
- Duration
- Staff ratios
- Emergency procedures

Regular outings require authorisation at least once every 12 months.

### **STAFFING AND SUPERVISION**

Kilkenny OSHC will maintain appropriate educator to child ratios at all times.

Management will consider:

- Age and ability of children
- Environmental hazards
- Activity type
- Transport risks
- Staff experience and qualifications

At least one educator attending must hold current:

- First aid qualification
- CPR qualification
- Asthma management training
- Anaphylaxis management training

Volunteers and students cannot be counted in ratios.



### **PARENT AND VOLUNTEER PARTICIPATION**

Parents and volunteers:

- Must hold current Working With Children clearances (best practice)
- Cannot be left unsupervised with children
- Must follow educator directions

Parents will be briefed on:

- Emergency procedures
- Behaviour expectations
- Privacy and photography rules
- Mobile phone use

### **TRANSPORTATION SAFETY**

Transportation will comply with safe transport legislation and service policy requirements.

Transport may include:

#### **Walking**

- Safe pedestrian crossings used
- Staff maintain visual supervision
- Children follow road safety education principles

#### **Bus or Public Transport**

- Seating capacity will not be exceeded
- Seatbelts worn where available

#### **Train Travel**

- Station staff may be notified of travel plans
- Children will be seated together where possible

#### **Vehicle Transport**

- Vehicles must be registered and maintained
- Drivers must hold appropriate licences





### **EQUIPMENT REQUIREMENTS**

The excursion coordinator will ensure the following items are taken:

- First aid kits
- Emergency contact lists
- Medical management plans
- Medication
- Sunscreen and hats
- Communication devices

### **CHILD SAFETY AND ACCOUNTABILITY CHECKS**

Staff will conduct:

- Attendance checks before departure
- Head counts every 30 minutes (best practice)
- Checks during transitions between venues
- Vehicle checks to ensure no child remains inside

Children will remain under direct supervision at all times.

### **CHILD BECOMES ILL OR INJURED**

Staff will:

- Provide first aid
- Follow medical management plans
- Contact emergency services if required
- Notify families as soon as practicable
- Complete incident records

Serious incidents must be notified to the regulatory authority within 24 hours.





### **LOST CHILD PROCEDURE**

If a child is missing:

Staff will immediately:

1. Conduct head count
2. Search immediate surroundings
3. Notify venue management
4. Contact police (000) if child cannot be located
5. Notify families
6. Notify regulatory authority

### **EMERGENCY MANAGEMENT DURING EXCURSIONS**

Excursion staff will follow service Emergency Management Plans.

Emergency procedures include:

- Evacuation
- Lockdown
- Lockout or shelter in place

Emergency services instructions will always be followed.

Families will be notified within 24 hours.

### **EXTRA-CURRICULAR ACTIVITIES**

Kilkenny OSHC will support participation in school-based extra-curricular activities.

Requirements include:

- Written family authorisation
- Term-based consent for regular activities
- Attendance sign-in and sign-out procedures
- Risk assessment for activity routes





### **INCURSIONS**

Incursion providers must:

- Hold appropriate insurance
- Hold Working With Children clearance
- Follow child safe standards

Families will be informed of incursion activities.

### **INSURANCE REQUIREMENTS**

Management will ensure:

- Appropriate public liability insurance is maintained
- Vehicle insurance is verified prior to transport

### **TRAUMA AND WELLBEING SUPPORT**

Kilkenny OSHC will provide trauma-informed care by:

- Providing reassurance to children
- Supporting family communication
- Referring to professional support services where required

### **DOCUMENTATION AND RECORD KEEPING**

Records must be maintained for 3 years including:

- Authorisations
- Risk assessments
- Incident records
- Attendance records



# Kilkenny Primary School OSHC & Vacation Care

## SERVICE POLICIES

### CONTINUOUS IMPROVEMENT

This policy will be reviewed annually or following:

- Incidents
- Legislative change
- ACECQA guidance updates

Families will be notified of policy changes within 14 days.

### REVIEW DETAILS

|                               |                     |                         |                                                                                     |
|-------------------------------|---------------------|-------------------------|-------------------------------------------------------------------------------------|
| <b>POLICY REVIEWED BY</b>     | Graziella Panazzolo | OSHC DIRECTOR           |  |
| <b>POLICY REVIEWED</b>        | January 2026        | <b>NEXT REVIEW DATE</b> | January 2027                                                                        |
| <b>MODIFICATIONS</b>          |                     |                         |                                                                                     |
| <b>PREVIOUS MODIFICATIONS</b> |                     |                         |                                                                                     |

