



Excursion & Routine Outing Policy

Philosophy Statement

Epic Holiday Camps are committed to creating a fun and safe environment for school-aged children to enjoy meaningful **real-world experiences** to remember forever. With a focus on **learning through play**, we offer exciting **age-matched activities** to support children in gaining confidence, developing their identity and enhancing their **health and wellbeing**. Organisational culture is important to us and we strive to build teams of motivated, fun and **engaging teachers** who children and families can **respect and trust**. Effective communication with children and their families underpins everything we do, ensuring we foster respectful relationships and **continually improve** our program delivery.

Policy Rationale

EPIC Holiday Camp includes excursions and regular outings as a valuable part of our holiday program experience to children. This policy provides a set of clear guidelines and procedures to:

- Strengthen safety, legislative, regulatory and ethical standards for children participating in our programs
- Communicates to EPIC Holiday Camp Staff and Volunteers the organizational expectations and standards in providing and supervising excursions and regular outings.

Policy Statement

In delivering excursions and regular outings, EPIC Holiday Camp commits:

- To planning all experiences with the needs and interests of children as a priority consideration
- To planning all experiences in a manner that offers children a variety of learning and development opportunities

Excursion & Regular Outing Procedures

Written authorisation for Excursions and Regular Outings is obtained from all parents and/or authorised nominees via digital documentation during the enrolment process. This documentation process includes providing access to information about the nature and specific details of Excursions and Regular Outings for their child (R102).

EPIC Holiday Camp undertakes and documents findings of formal risk assessments processes for each Excursion and Regular Outing offered prior to the enrolment process (R100). These assessments consider any foreseeable risks associated with the outing. Furthermore risk



mitigation strategies and/or how risk will be minimised and/or managed is documented and communicated. The risk assessment process also documents the Excursion and/or Regular 2 Outing specifics including ratios, children activities, length of stay, transportation to and from venue etc. (R101). This process ensures all information is shared with families well before children participate in activities and before families are requested to provide authorisation for the Excursion and/or Regular Outing.

The Excursion and Regular Outing risk assessments including site visits is overseen by the Program Planning Manager. The risk assessment, all relevant information and any risk mitigation strategies are communicated by the Program Planning Manager to relevant EPIC Holiday Camp Program Coordinator in working towards a safe experience for children. All EPIC Holiday Camp staff wear an easy to identify uniform at all times on excursions and regular outings.

Regular Outing Specific Information & Procedures

In enhancing educative and fun experiences for children, EPIC Holiday Camp may provide Routine Outings. These Regular Outings may include visits to nearby parklands, playgrounds and/or recreation facilities. As previously stated, risk assessments specific to that program's Regular Outing/s are made available to parents and authorised nominees or can be emailed upon request prior to enrolment.

EPIC Holiday Camp enrolment processes require parents to authorise regular outings. Where parents are unwilling to permit their child on a regular outing, EPIC Holiday Camp provides alternative options such as split groups, or an alternative EPIC Holiday Camp Program (at a different location where routine outings are not included). Splitting groups are only made available where ratios, qualifications and communication criteria can be met. Where this is unavailable parents may exercise the options of another EPIC Holiday Camp Program. This is communicated to Parents upon enrolment.

Parent information for Regular Outing locations for each program offering this experience are detailed in the 'Routine Outing' section upon enrolment. This document must be confirmed and signed by parents and/or authorised nominees during the enrolment process.

Excursion specific Information & Specifics

All Excursion specifics including activities, departure and arrival times are made accessible to parents upon enrolment through the completed risk assessment for each excursion experience. Where departure and/or arrival times are outside our normal pickup and/or drop off times, this information is communicated to parents during the enrolment process for that specific day.



To ensure safety and comfort for children on excursions:

- Parents are expected to arrive at least 15 minutes prior to excursion departure time. This is communicated to parents upon enrolment.
- Buses will depart on time and children who are late will not be able to attend the 3 program, as services are closed during excursion times.

Parents will be asked to ensure, that for each excursion venue, children have appropriate:

- Clothing (including activity and weather appropriate)
- Footwear (including activity and weather appropriate)
- Lunch/drinks and snacks
- Sun protection

Children who are unable to attend excursions will not be able to be offered Program care on Excursion days as the service will be closed for the duration of the excursion.

All EPIC Holiday Camp Staff Educators are required at Excursions to maintain safe and appropriate ratios, qualifications and communication to accommodate breaking into smaller activity groups.

***Staff to children ratios on excursions vary from 1:5 to 1:15 depending on EPIC Holiday Camps Risk Assessment and the deemed level of risk.*

In upholding EPIC Holiday Camps commitment to child safety EPIC Holiday Camp Coordinators oversee and ensure that the following items are always taken on all excursions:

- First Aid Kit
- Medication as required
- Attendance Record/Roll
- Password protected Ipads with access to all critical information including Emergency contact Parent Information, Medical and Contact Forms
- Mobile Phone access.

To ensure strong communication between potential split groups, with head office, emergency services and with parents, each EPIC Holiday Camp staff member on Excursion is required to:

- Provide their own mobile phone (or in the event they do not have one, will be provided with one)
- Have the ring and vibrate mode switched on
- Have access to the Co-ordinators mobile number
- Have access to head office contact phone numbers
- Will be provided via the Co-ordinator access to every child's medical and emergency contact record.

Safety Procedures on Excursions:



To ensure safety all children on EPIC Holiday Camp Excursions will be provided and required to wear an Orange EPIC Holiday Camp Singlet with a EPIC Holiday Camp phone number printed on the back in case of emergency. Age and size appropriate singlets are 4 available to ensure children's comfort. These singlets ensure high visibility for staff members and the public, protecting children from traffic and other potential hazards. All EPIC Holiday Camp staff members wear an easy to recognize blue EPIC Holiday Camp uniform so all children can quickly and confidentially identify staff.

- Head counts are made at regular intervals every 30 minutes and when moving from one area to another on all Excursions and Regular Outings
- Roll calls are conducted regularly throughout the day – anytime children are gathered together as a whole group
- Children are briefed prior to the Excursion to ensure children understand and agree to expectations. They are informed about how the day will run and what activities they will engage in.
- Appropriate communication methods are set in place for all Excursions. This includes children being organised into smaller groups (as described previously).
- Meeting times and locations are agreed upon by all staff members prior to separating into smaller groups.
- A list of Staff members and children allocated are made available to each Staff members attending the excursion.

Excursions may be cancelled, or the destination altered at the last minute if Program Staff and the Head Office based Leadership Team agree that weather conditions are inappropriate for the planned activity. In this event:

- Parents are informed of the change to plans as soon as is practicable.
- The destination is a regular outing location which has recently been visited by an experienced Staff who can provide appropriate risk management information. (Authorisation and risk assessment already provided and considered by families on enrolment.)
- The destination is appropriate to the age, developmental stage and interests of the children.

References:

ACECQA National Quality Framework Resource Kit (2012)
Quality Area 2 – Children's Health and Safety Education and Care Services
National Regulations (2011). R168, 100, 101 & 102.