

Excursion Policy

Rationale: Excursions are an integral part of our curriculum and program at Poonindie ECC and will be arranged in order to enrich the experiences of children. Parental permission will be sought for all excursions, which will be organised to comply with DECD regulations and instructions.

Staff Responsibilities

The Director is responsible for overseeing the implementation of the following policy and procedures to ensure that:

- DECD and Poonindie ECC Excursion policies and procedures are adhered to.
- Poonindie ECC checklist is followed for each excursion.

Volunteers must be over the age of 18 years.

Procedures and actions:

1. The excursion planning must reflect consideration towards any reasonably predictable conditions and hazards that could be encountered.
2. All excursion costs are paid for before the excursion.
3. The excursion must be appropriate for the children attending and provide learning outcomes for each child.
4. Excursions will be publicised to all parent/caregivers with full details of destination, travel arrangements, times of departure and return, snack and lunch arrangements, staffing and volunteers and any instructions or special items children are required to bring. Parents to be requested to provide a hat for their child and apply sunscreen.
5. Excursions require a consent form signed by the parent(s).
6. Planning for children with special needs may reflect the need for additional support adults.
7. Any changes to excursion plans must include advising all parents/caregivers.
8. No child is to be taken outside DECD site without the parent's written authorisation.
9. Children may be taken on excursion/walk within the Poonindie CLC grounds if they have signed the authority contained in the Enrolment Package.
10. On excursions there will be a maximum of five children to one adult at all times. An adult may be a staff member or a volunteer. The staffing ratio of one paid staff member to every 11 children or part thereof will be maintained on all excursions.
11. On outings, the children will at all times, be in the charge of a responsible adult staff member.
12. When on an excursion, staff will take and have accessible a first aid kit; individual children's medication and health care plans; a list of all children on the excursion, a list of emergency telephone numbers.
13. Should a child require medication while on an excursion, the usual service procedures regarding medication will be followed.
and items to be taken on the excursion e.g. mobile phone, emergency contact numbers etc.
14. In determining adult:child ratio for each outing, the following will be considered:
-the age and abilities of the children;
the destination and length of excursion
the mode of transport

Risk Assessment

A risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion, and will specify how the service will manage any risks identified.

The risk assessment conducted will consider:

- Proposed route, destination and duration of the excursion;
- potential water hazards or any hazard associated with water based activities;
- transport to and from destination;
- number of educators, responsible persons, and children involved;
- given the risks any specialised skills required; proposed activities; and items to be taken on the excursion e.g. mobile phone, emergency contact proposed activities; and items to be taken on the excursion e.g. mobile phone, emergency contact numbers etc.

If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

Transport and Traffic

Safety of children will be considered in the choice of route and mode of transport. Our service will follow all applicable SA road rules as well as best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

Buses used for excursions must be fitted with seatbelts.

Always buckle up children's seatbelts where fitted. Keep children occupied when travelling in vehicles to help prevent children unbuckling their seatbelt e.g. sing songs, play simple games and talk about the journey.

Ensure as far as practicable child passengers enter and exit the bus by the 'safety door', which is the front/rear, left hand side door of the bus. When getting on and off the bus, educators are to arrange themselves so that one educator member is first on/last off to ensure no child is left behind.

Ensure there are no loose or sharp objects inside the bus that could cause injury if an accident occurs.

Parent and Caregiver helpers

Parents and Caregivers will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios.

The staffing ratio of one paid staff member to every 11 children or part thereof will be maintained at all times.

At the discretion of the staff team, expressions of interest may be sought from the Kindergarten Community.

Parents/Caregivers assisting must be over the age of 18 and are expected to assist with the supervision of children and are therefore not permitted to bring younger children with them. If additional adults are required volunteers will be invited.

Helpers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out the service.

Helpers will not be left in sole charge of children and must be supervised by an educator at all times.

All helper's details will be entered into the appropriate staff record for that day.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.

The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

Work experience, TAFE, and University students may assist educators but are not included in the adult/child ratio.

When it is not possible or appropriate for the whole group to move together, **smaller groups will be organized to include at least one staff member.**

The children will be organized into small groups in the care of a particular adult.

Adults are responsible for the careful supervision of their own group of children and should count them regularly.

All children are to be toileted at the female toilets by a staff member or the child's own parent.

If a child is lost on an excursion, we will always leave a staff member behind to look, while the other group leaders escort the children back.

When planning excursions, consideration should be given to the cost. **Cost should not preclude any child from attending.** If costs are high the excursion may be partly subsidized by the preschool so that all children are able to attend.