

Policy

Excursions

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website, including:
[Camps and excursions procedure \(edi.sa.edu.au\)](http://edi.sa.edu.au)
[Camps and excursions policy \(edi.sa.edu.au\)](http://edi.sa.edu.au)

NQS

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.

NATIONAL REGULATIONS

Reg	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion

EYLF

LO3	Children are happy, healthy, safe and connected to others.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Governing Council

Aims

The preschool 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.

Purpose

Excursions are an integral part of our curriculum and programme at Loxton Preschool Centre 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 Department for Education regulations and instructions. Refer to Department for Education Camps and Excursion Policy and Camps and Excursions Procedure.

Procedure

- The excursion planning must reflect consideration towards any reasonably predictable conditions and hazards that could be encountered.
- The excursion must be appropriate for the children attending and provide learning outcomes for each child.
- 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 where appropriate.
- The site leader must ensure that consent is obtained and information is provided to parents. (ED170) Excursions require a consent form signed by the parent(s). These must be stored and kept with the child's enrolment record. The department's consent form may be generated electronically using the Education Management System (EMS) and send electronically to the parent for signing using the drop down box or by providing an electronic signature.
- Planning for children with special needs may reflect the need for additional support adults.
- Any changes to excursion plans must include advising all parents/caregivers.
- No child is to be taken outside Department for Education site without the parent's written authorisation.
- Children may be taken on excursion/walk within the Loxton township area if they have signed the authority to go on short walks contained in the Enrolment Package.
- On excursions there will be a maximum of six children to one adult at all times.

An adult may be a staff member or a volunteer. The staffing ratio of one DfE employed staff member to every 10 children or part thereof will be maintained on all excursions.

- On outings, the children will at all times, be in the charge of a responsible adult staff member.
- 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 and a mobile phone.
- Should a child require medication while on an excursion, the usual preschool procedures regarding medication will be followed.
- 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
 - the activity (refer to Department for Education policy and procedures)

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 preschool will manage and minimise any risks identified.

Examples of potential excursion related hazards are found in the [Camps and excursions procedure \(edi.sa.edu.au\)](https://edi.sa.edu.au)

The process for entering and exiting the site and the pick-up location and how you will account for children when leaving the service to go on an excursion and how you will account for children when returning, eg a roll check and headcount as children exit the door of the service, and again as they enter through the door of the service), procedures for embarking and disembarking the means of transport, including how each child is to be accounted for, should be documented. If travelling via vehicle, eg bus, when exiting the vehicle conduct a physical inspection to ensure no child is left on the bus. Upon return to the service, after children have exited – the vehicle should be checked thoroughly to ensure no child is left on the transport; this includes looking under seats and in any storage areas, and having a second person physically check the transport.

Refer to Department for Education Sports, Adventure, Camps and Excursions Risk Management Plan.

<https://edi.sa.edu.au/library/document-library/psp/conditions-for-learning/camps,-excursions-and-sporting-activities/camps-and-excursion-risk-management-form.docx>

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 preschool 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.

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. 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 trip. Check no one is left on a bus by walking the length of the bus and conducting a visual inspection including checking under seats.

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 DfE employed staff member to every 10 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 Preschool 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 of the preschool.

Parents/caregivers who regularly assist in preschool activities may be required to undertake a Working With Children Check (WWCC).

Other volunteers will complete the volunteer application process. The preschool director will screen and assess their suitability following the Department of Education checklist and requirements.

Helpers are not to 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 (if public toilets are used and staff are female) by a staff member or the child's own parent.

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.

Excursion Procedures Checklist

One staff member will be delegated responsibility for excursion organisation overall, with consultation with the remainder of the staff team. This person will normally be the Nominated Supervisor (preschool director).

Refer to:

<https://edi.sa.edu.au/library/document-library/psp/conditions-for-learning/checklist-to-assist-in-planning-camps-or-excursions.docx>

1. Site Selection
2. Excursion Risk Management Plan. Complete Risk assessment.
3. Application to conduct an Excursion –complete ED169, seek and grant permission from the site leader (preschool director) to undertake an excursion.
4. Make all bookings. Seek confirmation in writing or by telephone/verbal bookings.
5. Consent (Authorisation) Forms – complete relevant sections of ED170 form and attach Information Sheet for Parents. Include a note detailing date, purpose, destination, mode of transport and cost. Issue to parents. Ensure every child returns a correctly completed consent form. Note: can be issued electronically
6. Transportation (where required) – use a reputable bus company. If private

vehicles are used to transport children (not recommended) the following must be adhered to:

- parents written consent to the camp or excursion covers travel in a private vehicle including the name of the driver and type of vehicle to be used
- parents written consent is obtained for those specific children or young people who are placed and will be transported by a person in the approved private vehicle
- drivers are responsible, drive safely, and comply with the [vehicles and safe driving requirements](#)
- learner drivers must not carry children or young people
- drivers with a full or provisional licence may transport children and young people in line with the conditions outlined in this procedure. The [My Licence website](#) has more details on licence restrictions including that P1 drivers under the age of 25 must not drive with more than 1 passenger aged 16 to 20 years (excluding immediate family members). Cars driven by young people (P1 or P2 licence holders) should only be used as a last resort and only in exceptional circumstances where sites cannot provide a bus service or engage the support of adult fully licensed volunteers.
- as a minimum, the vehicle is covered by third-party property insurance
- potential drivers are aware that neither the site nor the department is liable for reimbursing any out of- pocket expenses incurred as the result of an accident
- if the child or young person has not attained 18 years of age, their parents must also consent in writing to the child or young person-driver using the vehicle to transport other children and young people.

7. Retention of Documentation

All documentation is to be retained in accordance with Department for Education records management disposal register, refer:

<https://edi.sa.edu.au/library/document-library/controlled-policies/information-and-records-management-policy>

Prior to the excursion:-

- Brief staff with a contingency plan, include communication techniques, awareness of dangers, weather precautions.
- Prepare/check First Aid kit including asthma medication.
- Pack student medications and health care plans.
- Ensure all children have returned signed consent forms.

Checklist of Things To Take on Excursion

1. First Aid Kit
2. list of children attending excursion
3. contact information for each child
4. medical information for each child as required, health care plans
5. student medications including asthma kit and EpiPen if required
6. list of adults participating in the excursion
7. contact information for each adult

8. mobile phone/other means of communicating with the service and emergency services
9. student hats, sunscreen if applicable
10. tissues/wipes
11. gloves
12. spare clothes, at least 3 sets
13. nappies (if applicable) and nappy bags
14. equipment required for children with additional needs if applicable
15. water

On the day of the excursion (complete Excursion Day Checklist)

1. The Director will nominate and appoint a staff member(s) to be in charge of the excursion.
2. Ensure that current enrolment records, medical information, emergency numbers and attendance details are available on an excursion.
3. Ensure that attendance records are accurate.
4. Head Counts are mandatory – on arrival at preschool, prior to leaving site and prior to each boarding of transport. Regular head counts at regular intervals may also be necessary, at the discretion of the Director and/or teacher.
5. Children must wear hats, and appropriate clothing and have sunscreen applied prior to leaving preschool if appropriate.

After the excursion

Evaluation

Staff team to review and evaluate excursion. All excursions are conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or the evaluation of the excursion is addressed and actioned to ensure children's safety.

Sources

- Early Years Learning Framework (v2.0, 2022)
- National Quality Standard
- Department for Education policies – Camps and Excursions Policy <https://edi.sa.edu.au/library/document-library/controlled-policies/camps-and-excursions-policy> and Camps and Excursions Procedure [Camps and excursions procedure \(edi.sa.edu.au\)](https://edi.sa.edu.au/library/document-library/controlled-policies/camps-and-excursions-procedure)
- Department for Education Camps and Excursions section on Edi, <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/school-administration/camps-and-excursions>
- Consultation process completed and feedback included from children, staff, families and Governing Council members

Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	01/12/2016	Policy Developed	01/12/2018
Reviewed	2.0	15/08/2019	Updated in line with NQS changes	15/08/2021
Reviewed	3.0	29/06/2021	Updated in line with Department For Education policy changes Updated sections; Sources	29/06/2023
Reviewed	4.0	31/12/2023	All links have been verified Updated to reflect EYLF (V2.0, 2023), changes to DfE policy and procedures	31/12/2025

Approved by Governing Council 31/12/2023 Director's Signature 