Excursions Policy

NQS

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<tr>
<th>QA2</th>
<th>2.3.1</th>
<th>Children are adequately supervised at all times.</th>
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<tbody>
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<td></td>
<td>2.3.2</td>
<td>Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</td>
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NATIONAL REGULATIONS

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<tbody>
<tr>
<td>100</td>
<td>Risk assessment must be conducted before excursion.</td>
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<td>101</td>
<td>Conduct of risk assessment for excursion.</td>
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<td>102</td>
<td>Authorisation for excursion.</td>
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EYLF

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<tr>
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<td>Children are happy, healthy, safe and connected to others.</td>
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<td>Educators promote continuity of children’s personal health and hygiene by sharing ownership of routines and schedules with children, families and the community</td>
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<td>Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all</td>
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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 DECD regulations and instructions. Refer to DECD Camps and Excursion Guidelines for Schools and Preschools.
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.
- Excursions require a consent form signed by the parent(s).
- 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 DECD 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 paid 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 DECD guidelines)
**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.

Refer to Excursion Risk Management Plan Information Sheet.

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.

**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 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 will be required to undertake a DSCI Child Related Employment Screening.

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 (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 Excursion Checklist Education and Care Services Appendix 8.

1. Site Selection
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.
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'/guardians' written consent to the excursion covers travel in a private vehicle
   - drivers are responsible and will drive safely
   - drivers have a full or provisional licence, ie no learners
   - as a minimum, vehicles are covered by third-party property insurance
   - potential drivers are aware that neither the school/preschool nor DECD is liable for reimbursing any out-of-pocket expenses incurred as the result of an accident
7. Retention of Documentation
   All documentation is to be retained in accordance with DECD records management disposal register, refer: www.decd.sa.gov.au/childrensservices/pages/policies/govemance/

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.
List 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

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
- National Quality Standard
- DECD policies

## Review
The policy will be reviewed bi-annually.

Review will be conducted by:
- Governing Council
- Educators/Employees
- Families
- Interested Parties

**Approval Date:** 01/12/2016  
**Date for next review:** 01/12/2018

Ratified by Governing Council ________________________ Director’s Signature _______________________