



# MADGE SEXTON KINDERGARTEN

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

## Policy 10: Excursion Policy

**Rationale:** Excursions are an integral part of our curriculum and program at Madge Sexton Kindergarten 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 Madge Sexton Kindergarten Excursion policies and procedures are adhered to.
- Madge Sexton Kindergarten 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 McLaren Vale Primary School 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.
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 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 ducted.

### **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.** 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.

If there is only a limited amount of helpers needed, preference will be given to those who have a current DSCI Child Related Employment Screening clearance.

### **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 organised to include at least one staff member.**

**The children will be organised 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, there are strictly NO exceptions to this rule.**

**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 subsidised by the preschool so that all children are able to attend.

### **Excursion Procedures Checklist**

**One staff team member will be delegated responsibility for excursion organisation overall, with consultation with the remainder of the Staff Team. When that Staff Team Member is not available, another staff member will be delegated the task of rostering parent/caregiver helpers.**

### **Initial planning**

1. Once an excursion is planned, the initial action must be a Risk Assessment.
2. Bookings will be made and confirmed in writing or by telephone/verbal bookings.
3. Bookings include all aspects, for example, the excursion destination and transport.
4. Parents will be informed by newsletter with information including date, destination and cost of excursion during the term.
5. Requests for additional adult participation on the excursion where required;
6. Minimum of one week prior to excursion date, a note, detailing excursion with tear off consent form will be given to parents/caregivers.

### **1-7 days before excursion**

1. Excursion destination sites and transport groups will be informed in writing of timetable and given specific instructions in writing a minimum of 1 week prior to excursion date.
2. All staff must be briefed with a contingency plan for each excursion. The plan must include action strategies, effective communication techniques and awareness of dangers relating to particular excursion areas. This includes weather precautions i.e. protection from the sun, undercover area for protection from rain and cold.
3. First Aid Kit must be prepared/checked before and after each excursion. This must include asthma medication, EpiPen if required and mobile phone.
4. A First Aid Kit must be taken on all excursions out of the Kindergarten. A First Aid Kit must be provided for each group if the whole group does not remain together. Ensure that children with special medication needs are planned for. Ensure that medical records are kept.
5. Ensure that all consent forms have been signed and returned.
6. Children must be allocated to an adult, considering the individual needs and the group dynamics of the clusters of children.
7. Inform the Regional Office in writing, at least one day prior to excursion that noone will be in attendance to the Kindergarten.

### **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. Roll calls are mandatory – on arrival at Kindergarten, 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 Kindergarten 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.

**Endorsed by Staff and Governing Council, September 2015**

**To be reviewed: September 2016**

**THIS POLICY MUST BE REVIEWED ON AN ANNUAL BASIS**