



MADGE SEXTON KINDERGARTEN

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Policy 10: Excursions

Rationale: Excursions are an integral part of our curriculum and program at Madge Sexton Kindergarten and will be arranged in order to enrich the learning experiences of children.

Director/Nominated Supervisor Responsibilities

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

- Department for Education and Madge Sexton Kindergarten Excursion policies and procedures are adhered to;
- Parental permission will be sought for all excursions, which will be organised to comply with Department for Education regulations and instructions;
No child is to be taken outside DECD site without the parent/caregiver's written authorisation. This is a breach of regulations.
- Madge Sexton Kindergarten Excursion checklist is followed for each excursion;
- Volunteers must be over the age of 18 years;
- The excursion must be age appropriate for the children attending and each excursion or local walk must have a clear educational objective, which provides learning outcomes for each child;
- The excursion planning must reflect consideration towards any reasonably predictable conditions and hazards that could be encountered and must comply with all relevant DECD procedures;
- All excursion costs are paid for by parents/caregivers before the excursion;

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;
- Contingency plans with strategies to cope with minor and major injury, illness or other crises including if a participant is lost (these will vary in detail, according to the complexity of the crises, the location and the mix of leadership team members and children, but they must cover the following: response if a participant is lost, injured or becomes ill; means of communicating with preschool contact person; first aid provisions; provision of health and personal care support to children with individual needs; nearest suitable transport; the distance and potential time the party will be from medical help and the best method of obtaining it; telephone numbers and locations of emergency services and the fastest way of contacting them; emergency evacuation plans covering storm, flood, fire, accident, etc.) A copy of this contingency plan must be left with the preschool contact person, together with the itinerary, list of participants, and relevant medical information;
- Interactions with people who are not DCSI screened to work with children;
- 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 conducted.

Communication to Parents/Caregivers including consent

- Excursions will be publicised to all parent/caregivers with full details of: educational benefits; destination; travel arrangements; times of departure and return; fruit and vegetable time 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 when applicable.
- Excursions require a consent form (official Department for Education consent form) signed by the parents/caregiver(s) nominated on the child's enrolment form. Madge Sexton Kindergarten will use Department for Education official consent forms for all excursions.
- Local walks will not require a consent form as these are covered by the Madge Sexton Kindergarten Permissions form when signed stating "I give permission for my child to go on local walks (e.g. to the post box on Main Rd, to the walking track behind Kindy, to local venues - no further than McLaren Vale Visitor's Centre or McLaren Vale Post Office) with supervision from Kindergarten staff at various times throughout my child's time at Kindergarten as part

of the learning program. Children may also be taken onto the McLaren Vale Primary School grounds if they have signed the authority contained in the Enrolment Package.

- Local walks will be communicated to parents/caregivers on the communication whiteboard on or before the day the walk occurs. (Before - if it is planned / After - if it is spontaneous.)
- **Any changes** to excursion plans must include advising all parents/caregivers. No changes are permitted during an excursion by any adult staff members or parent/caregivers unless permission is received by the child's own parent/caregiver or if it corresponds to the safety and welfare of the child/children.

Duty of Care

- Educators attending the excursion have a duty of care for all children for the duration of the excursion.
- All volunteers and providers are to be directly supervised by staff at all times.
- There is to be no physical contact between providers and children and volunteers and children, except in the following circumstances: where the child is their own; if they are required to hold hands with children for safety reasons in busy public places, etc; if they are saying goodbye and may do so with a 'high five' or a handshake (as taught in Child Protection Curriculum.)
- On outings, the children will at all times, be in the charge of a responsible adult staff member. This person will be named at the beginning of each excursion.
- Children MUST have a clear understanding of behavioural expectations.
- Children should understand that they are in a public space and will need to respect others.
- Children should be educated within the Child Protection Curriculum about 'stranger danger' etc. and revisit these concepts for each excursion.
- 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.
- On excursions, children will wear a MSK Badge with a contact number in case a child is lost etc. Children will be educated about what to do if they find themselves lost as part of our excursion preparations as well as part of the Child Protection Curriculum.
- Should a child require medication while on an excursion, the usual service procedures regarding medication will be followed.

Supervision

- 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 MSK staff member to every 11 children or part thereof will be maintained on all excursions. For each excursion where we travel away from our local area, we will ensure that there is one extra adult provided in the case of an emergency when a child has to go in an ambulance and a staff member needs to go with the child. (This will not be needed when conducting local walks.)
- Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all reasonably predictable risks and hazards likely to be encountered.
- In determining the adult to 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.
- Planning for children with special needs may reflect the need for additional support adults.
- 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.
- If a child is lost, injured or ill on an excursion, planned contingency plans in risk assessment will be in place, these will include: -we will leave two staff members behind to look for/look after child, while the other group leaders, along with adult volunteers, escort the children to a suitable place to wait. -the two staff members in charge of looking for/looking after the lost/injured child will: 1. Notify security and/or Emergency Services 2. Coordinate with each other to look for child in appropriate places / look after injured/ill child. 3. Liaise with group leader of other group when to notify child's parents and Preschool person. 4. Liaise with security and/or emergency services for recovery/care of child.
- All children are to be toileted at the female toilets by a MSK staff member or the child's own parent, there are strictly NO exceptions to this rule. If there is a male staff member, the parenting or disabled toilets will be used instead, or if this is not possible, the male staff member will seek the support of a female staff member with toileting.
- 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.
- As stated above, on excursions there must be a **maximum of five children to one adult at all times**. Therefore, parents and caregivers will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios and expressions of interest may be sought from the Kindergarten families through the excursion note sent

home. However, the staffing ratio of one paid MSK staff member to every 11 children or part thereof will be maintained at all times.

Parent and Caregiver helpers

- Madge Sexton Kindergarten believes it is important to allow all Kindergarten children's parent/caregivers to attend excursions if they want to: to support their own child on the excursion; to enjoy the learning experience alongside their child; and to support them with the routines of an excursion for when their child begins school (Please note: At school sometimes there may be an expectation that children will attend excursions without parents/caregivers.)
- Parent/caregiver helpers will need to read, agree to and sign a 'MSK Parent/Caregiver Helper Agreement Form' before they are allowed to attend an excursion, this will ensure that they are aware of their responsibilities on each excursion. (See this an example of what this may look like at end of this Policy.)
- Parent/caregiver helpers are not allowed to take children to the toilets, with the exception of their own child. Toileting is the responsibility of MSK staff members only.
- 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.
- Helpers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- Helpers are not required to have a DCSI clearance as at no times will they be left in sole charge of children or left alone with children. Children will be supervised by a MSK educator at all times. However, 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.
- All helper's details will be entered into the appropriate staff record for that day.
- When the children are organised into smaller groups, when not able to move around as the entire large group, children may be designated to the care of a particular adult (parent/caregiver helper or educator), when this happens they will still be with a MSK educator who is supervising and in charge of all small groups.
- Parent/caregiver helpers are to support the supervising MSK educator in charge of their small group by being responsible for the careful supervision of their own small group of children and should count them regularly and adhere to the rules they have agreed to and signed on the 'MSK Parent/Caregiver Helper Agreement Form.'

Excursion costs

- 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. See MSK Payment of Fees policy for more information about payment of excursions.

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 sufficient seatbelts for all children attending.
- Educators will ensure there are no loose or sharp objects inside the bus that could cause injury if an accident occurs. One educator boards bus first, checks safety prior to any children boarding the bus.
- Educators will always ensure that children's seatbelts are buckled up. Educate children about the importance of keeping their seatbelts fastened for the entire trip and not unbuckling them.
- Educators will ensure that 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 is first on/last off to ensure no child is left behind.
- The educator leading the excursion will ensure that one educator conducts a bus search to check for belongings, etc. each time the group have departed the bus.

Excursion Procedures Checklist

- One staff team member will be delegated responsibility for excursion organisation overall, with consultation with the remainder of the staff team. This staff member will be provided adequate release time to ensure that the excursion is organised efficiently and safely.
- One staff member will be delegated responsibility for excursion implementation (in charge and leading on the day.)

Initial planning

- At the beginning of planning an excursion, a Department for Education 'Application to conduct an excursion ED169' must be completed and permission granted from the Director.
- Once excursion permission from Director has been granted, the initial action must be an Excursion Risk Management Plan (risk assessment).

- Bookings will be made and confirmed in writing or by telephone/verbal bookings.
- Bookings include all aspects, for example, the excursion destination and transport.
- Parents/caregivers will be informed by note in pigeon hole with information including date, destination and cost of excursion during the term.
- Requests for additional adult participation on the excursion where required.
- Minimum of one week prior to excursion date, a note, detailing excursion with return Department for Education excursion consent form will be given to parents/caregivers.

1-7 days before excursion

- 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.
- 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.
- First Aid Kit must be prepared/checked before and after each excursion. This must include asthma medication, EpiPen, etc. if required and mobile phone.
- A First Aid Kit (or more than one if groups are separating into smaller groups) 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. When attending excursions to Art Gallery of SA and other places that require bags to be locked away in a store room, educators must ensure they are still carrying with them the First Aid Kits and children's individual medications.
- Ensure that all consent forms have been signed and returned. These need to be double checked by another staff member. (The Director or Nominated Supervisor needs to be one of these people.) The educator that has the delegated responsibility of organising the excursion needs to sign off that it is correct and hand this information over to the staff member leading the excursion on the day.
- Children must be allocated to an adult, considering the individual needs and the group dynamics of the clusters of children.
- Inform the Regional Office in writing, at least one day prior to excursion that no one will be in attendance to the Kindergarten and provide them with relevant required information including itinerary, contact details, etc.

On the day of the excursion

- The Director will nominate and appoint a staff member(s) to be in charge of the excursion.
- Ensure that current enrolment records, medical information, emergency numbers and attendance details are available on an excursion.
- Ensure that attendance records are accurate.
- Roll calls/head counts are mandatory at the following times: 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 educator in charge of the excursion. However, all educators can take initiative to do so if they deem it necessary.
- Children must wear hats when advised/deemed appropriate, and appropriate clothing and have sunscreen applied prior to leaving Kindergarten if appropriate.
- Children must wear a "Hello! I'm from Madge Sexton Kindergarten. If I get lost, please call: #####" badge.

After the excursion

Evaluation

Staff Team to review and evaluate excursion led by the educator in charge of organising the excursion and/or the educator who led the excursion on the day. 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, August 2018

To be reviewed: August 2019

THIS POLICY MUST BE REVIEWED ON AN ANNUAL BASIS



PARENT/CAREGIVER HELPER AGREEMENT FORM

Please note these rules have been put in place to ensure that excursions run smoothly and that children are fully supported and get the richest of learning experiences possible, these rules are not intended to offend anyone, just to ensure that everyone is clear about their role and responsibilities. 😊

RULES FOR PARENT/CAREGIVER HELPERS: (Please ensure the person that will be attending this excursion reads this and signs. This form will be returned to you if you have filled it out for someone else. It is important that the parent/caregiver helpers that we have on the excursion with us are fully aware of the rules.) Parent helpers that turn up on the day without notice will not be able to assist on this excursion.

PLEASE TICK EACH BOX TO STATE THAT YOU AGREE AND THEN FILL OUT THE INFORMATION REQUESTED AT THE BOTTOM OF THE FORM AND SIGN. THANKYOU 😊

- I will follow the lead of the educator in my group – not different rules for my child/group.
- I will treat the children as competent and capable – children are expected to walk independently, carry their own belongings, feed themselves, etc.
- I will act as an educator to support the children in their learning, not rushing through the experience, focusing on the children, etc.
- I will stay with the lead educator of my group at all times.
- I will not take children other than my own to the toilet.
- I will check with the educator in my group before I take any photos of children.
- I will not post any photos that I take to social media without permission from those children's parents.
- I have considered if me coming on this excursion will support my child's learning experience (for those parents/caregivers whose child's behaviour changes when you are around.)
- I understand that I have been counted as part of the child: adult ratios for this excursion so I will be prompt in my arrival and be in attendance for the entire excursion.
- I will report any behaviour management concerns/wellbeing concerns of children to the educator in my group.
- I will HOLD HANDS with the children in my group and be strict with this for the entire excursion where needed.
- I have not been/or am not currently being charged with a criminal offence that might preclude me from being in the presence of children.
- I will not make any physical contact with children other than my own except to hold hands for safety reasons, give a 'high five' or a handshake and understand that this is part of the children's learning as part of the Child Protection Curriculum to keep them safe.
- I will support the staff members by being aware of members of public around me and notifying a staff member if I notice anyone behaving suspiciously to support the safety of the children.
- I am willing to undergo a DCSI Child Related Employment Screening at my own cost if requested by the Director.
- I have read above rules and would love to attend the excursion and help to supervise the children.

MY CHILD'S NAME: _____

SIGNATURE: _____

NAME OF PERSON SIGNING: _____ DATE: _____