Victor Harbor Community Kindergarten
Excursion Policy

**Purpose:**
In our planning for the curriculum, opportunities will arise where staff wish to extend learning through a planned excursion outside the centre. Excursions are designed for the educational value for Kindergarten children.

**Preparation for the excursion will include:**
A risk assessment will be carried out for an excursion before permission is sought. The risk assessment will identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks.

**Procedure:**
Follow DECD Excursion Checklist - see attachment

A risk assessment will undertaken and the following to be considered:
• the proposed route and destination for the excursion
• any water hazards and risks associated with water based activities
• the method of transport
• the number of adults and children involved in the excursion
• given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children’s safety
• the proposed activities
• the likely length of time of the excursion
• the items that should be taken on the excursion.

A visit to the proposed excursion destination will be conducted to assist a risk assessment. During a site visit information can be gathered about the availability of toilets, hand washing, drinking and shade facilities at the destination and details can be checked such as mobile phone coverage and access for emergency services.

If the excursion is a regular outing and a risk assessment has previously been conducted, a further risk assessment will not be required unless the circumstances of the outing have changed.
Obtaining parental permission: Collecting necessary documentation

*A written authorisation will be provided by a parent (or other person with authority) for an excursion, before a child leaves the centre. Any health Care plans to be discussed and documented.
* Parents/carers will be provided with information sheet of the excursion, risk assessment documentation made available to view and staff to communicate personally the details of the excursion and follow up any concerns before the excursion date.
* The authorisation will contain the information prescribed in the National Regulations.

See attachments - Parent information sheet
Consent form for excursion
Excursion Risk Management Plan

For a regular outing (e.g. regular neighborhood walk), authorisation is only required to be obtained once every 12 months.

Source –
Guide to the National Quality Framework Folder.

Review 2016

APPROVED AND CHECKED BY:

AUTHORISED:

VHCK CENTRE DIRECTOR _______________________________ DATE

GOVERNING COUNCIL REPS. _______________________________ DATE