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### Purpose

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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 to provide additional educational value for the children.

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### Procedure

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1. Follow DECD Excursion Checklist – see attachment.
2. Written authorisation will need to be provided by the parent or legal guardian prior to the child leaving the centre for an excursion.
3. Any Health Care Plans are to be discussed with staff and documented accordingly.
4. Parents will be provided with an information sheet of the excursion; any risk assessment documentation will be made available to view and staff are to communicate personally the details of the excursion and follow up on any concerns prior to the excursion date.
5. The written authorisation will contain the information prescribed in the National Regulations.

See attachments: Parent Information Sheet  
Consent Form for Excursion  
Excursion Risk Management Plan

Please note: for regular outings such as neighbourhood walks, authorisation is only required to be obtained once every 12 months.

6. A risk assessment will be undertaken prior to parental permission being sought.
7. The risk assessment will identify and assess any risks that the excursion may pose to the safety, health and wellbeing of those children attending.
8. Detailed strategies will be provided on how risks will be minimalised and managed.
9. During the risk assessment, the following points will be taken into consideration:
  - a. The proposed route and destination for the excursion
  - b. Any water hazards and the risks associated with water-based activities
  - c. The method of transport
  - d. The proposed activities
  - e. The proposed length of time taken for the excursion
  - f. The items that should be taken on the excursion
10. Given the risk/s posed, the number of educators and responsible adults will be considered to ensure the appropriate level of supervision is provided and whether any specialised skills are required to ensure the children's safety.
11. A visit to the proposed excursion destination will be conducted prior to the outing to ensure a risk assessment is completed. During the site visit, information will be gathered regarding the availability of toilets, handwashing facilities, water supply for drinking and shade facilities. Details on phone coverage and access for emergency services will also be assessed.
12. 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.
13. For legal reasons, Victor Harbor Community Kindergarten will nominate one official photographer for the day. If parents are attending the excursion, they may only take **photos** of their **own children**.

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Source

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Guide to the National Quality Framework Folder

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Approved and Checked By

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Review 2019

Approved and Checked By:

Centre Director

.....Date .....

Governing Council Representative

.....Date .....