



# Victor Harbor Community Kindergarten

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

### Excursion Procedure

14/6/2021

Updated and amended 8/2/2021

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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. At all times, Victor Harbor Community Kindergarten will implement reasonable precautions and adequate supervision to ensure children are protected from harm and hazard.

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#### Procedure

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1. Follow Department for Education Excursion Checklist
2. A risk assessment will be undertaken prior to parental permission being sought. The risk assessment will identify and assess any risks that the excursion may pose to the safety, health and wellbeing of those children attending.
3. 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.
4. Written authorisation will need to be provided by the parent or legal guardian prior to the child leaving the centre for an excursion
5. The written authorisation will contain the information prescribed in the National Regulations. These include the following:
  - Parent Information Sheet
  - Consent Form for Excursion
  - Excursion Risk Management Plan
6. Any Health Care Plans are to be discussed with staff and documented accordingly.
7. Detailed strategies will be provided on how risks will be minimalised and managed.
8. During the risk assessment, the following points will be taken into consideration:
  - The proposed route and destination for the excursion
  - Any water hazards and the risks associated with water-based activities
  - The method of transport
  - The proposed activities
  - The proposed length of time taken for the excursion
  - The items that should be taken on the excursion
9. 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.
10. 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.
11. 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.
12. 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**.

13. Excursions are inclusive and all children with the specific learning group are given the opportunity to participate. The support needs of children with disabilities, behaviour or medical conditions will require consideration and consultation with parents and caregivers. Parents or caregivers may be asked to come along to support their child.
14. If an excursion is a regular occurrence and circumstances do not change then written consent in enrolment package or at the beginning of the year is sufficient.

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### Source

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- Camps and excursions – guidelines for schools and preschools (DfE)
- Consent form for excursion/camp (DfE)
- Excursion risk management information sheet (DfE)
- National Quality Standard 2- Children’s Health And Safety. Regulations 100,101,102

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### Approved and Checked By

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Review 2022 or when required

Approved and Checked By:

Centre Director

.....Date .....

Governing Council Representative

.....Date .....