



Victor Harbor Community Kindergarten

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Excursion Procedure

Updated 22-2-2023

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 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.

Procedure

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
 - Parental consent form for camp, excursion, sporting or adventure activity
 - 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. 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. Children will not be excluded if the parent/caregiver can not attend
13. 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.

Director will:

- Make sure that if they don't attend an excursion, they will nominate a teacher in charge for any excursions.
- To ensure safety and wellbeing of children and workers during excursions, the director will make sure everyone is aware of their roles and responsibilities including reporting incidents to the Director/teacher in charge
- Make sure there is always adequate supervision
- Make sure that all people volunteering with children on a Department site, have relevant mandatory training and screening requirements
- Make sure excursion risks are identified and managed using the sports, adventure, camps and excursions risk management form
- Make sure all necessary planning and documentation has been completed before the excursion is finalized and approved
- Make sure the excursion is smoke free
- Endorse the selection of transport
- Endorse the curriculum component
- Approve the nomination of the responsible person
- Exercise mandatory notification requirements
- All first aid-requirements are met

Families/Caregivers:

- Families are liable for the costs associated with their child's attendance on an excursion
- Will comply with the requirements of the department's volunteer policy and volunteer procedure for schools, preschools and care settings

Source

- Camps and excursions policy
- Camps and excursions procedure
- 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

Legislation Requirements:

- Section 165 Offence to inadequately supervise children
- Regulation 89 First aid kits
- Regulation 90 Medical conditions policy
- Regulation 99 Children leaving the education and care service premises
- Regulation 100 Risk assessment must be conducted before excursion
- Regulation 101 Conduct of risk assessment for excursion
- Regulation 102 Authorisation for excursion
- Regulation 122 Educators must be working directly with children to be included in ratios
- Regulation 123 Educator to child ratios – centre-based services
- Regulation 136 First aid qualifications
- Regulation 168 Education and care service must have policies and procedures
- Regulation 169 Additional policies and procedures – family day care service

- Regulation 170 Policies and procedures to be followed
- Regulation 171 Policies and procedures to be kept available
- Regulation 172 Notification of change to policies or procedures

Approved and Checked By

Review 2024 or when required

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
21-2-2023	<ul style="list-style-type: none"> • Made sure legislations were all included and made them clearer under a separate heading • Added more details 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE