



### **Excursion Policy**

*Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. Our service is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.*

*When planning excursions, Queanbeyan and District Preschool staff will consider the wishes of parents regarding the frequency of excursions, the destinations, and the costs involved. Parents have the right to choose whether or not their children are to be taken on an excursion.*

#### **Planning and Supervision**

The Nominated Supervisor is responsible for the planning and supervision of all excursions. The supervision of children on excursions must be adequate to ensure the safety of the children, taking into account all risks and hazards likely to be encountered. Staff will undertake full risk assessments of each excursion venue.

No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented.

Before a child is included in an excursion, the preschool must have a signed and dated permission note from the parent. The permission note will also authorize the supervisor to seek medical treatment in the case of an accident, and call an ambulance if required.

At least 24 hours' notice will be given to the parent of:

- the reason the child is to be taken outside the premises
- the date the child is to be taken on the excursion (unless the authorisation is for a Regular outing)
- a description of the proposed destination for the excursion; and
- the method of transport to be used for the excursion; and
- the proposed activities to be undertaken by the child during the excursion; and
- the period the child will be away from the premises; and
- the anticipated number of children likely to be attending the excursion; and
- the anticipated ratio of educators attending the excursion to the anticipated number of Children attending the excursion; and
- the anticipated number of staff members and any other adults who will accompany And supervise the children on the excursion; and
- That a risk assessment has been prepared and is available at the service.
- If the excursion is a regular outing, the authorisation is only required to be obtained
- once in a 12 month period



The minimum adult: child ratio for excursions will be 1 adult: 4 children (including accompanying siblings). Parents and volunteers may be included in the adult: child ratios. Should the excursion cause the children to be near water, the adult: child ratio changes to 1 adult: 2 children. “*Guidelines for Volunteers*” will be given to parents prior to each excursion. Before departure all children will be allocated to a specific adult attending the excursion. The director/teacher may decide to provide each child with identification labels.

Current class roll with all emergency contact numbers for children will be taken on each excursion. Copies of enrolment cards will be included.

In the case of an emergency, every effort will be made to contact the parents of the child (ren) as soon as possible. A mobile phone will be taken on all excursions.

If the director or a nominated supervisor cannot attend an excursion, then the excursion will either be cancelled, or proceed

– pending the appointment of a nominated supervisor who is familiar with the children.

### **Transport**

The safety of the children must be the paramount consideration in the choice of route and mode of transport for any excursion.

**Bus** Children must remain seated during the journey, with all staff and volunteers being aware of the procedure for supervision. If the bus is fitted with seatbelts, children and staff will be required to wear them.

**Walking** All staff and volunteers should know the procedures for supervision, particularly while crossing and negotiating roads.

### **Health and Safety**

**First Aid** A first aid kit will be taken on all excursions. A member of staff who holds a current first aid certificate will be nominated as the first aid officer for the duration of the excursion. If a child requires medication whilst on an excursion, the normal procedures will apply. (Refer to medication policy).

**Sun protection** Children will be provided with sunscreen, and will be required to wear hats for all outdoor excursions. When planning an excursion, the director will take into account the time of year, the time of day, and the provision of shade – to minimize the possibility of skin damage.

**Smoking** Under no circumstances will staff and volunteers smoke while caring for children on excursions.

**Medication** If a child requires medication on the day of excursion an individual medication form will be completed by the parent and taken on the excursion. Staff will complete as required.



***Safety Vests*** The wearing of safety vests by all staff is recommended when on excursions.

**Cost**

When planning an excursion, the director will endeavour to keep costs to a minimum. No child will be denied the opportunity to participate in an excursion due to genuine financial hardship. An excursion levy will be added to the term fees. This will be shown as a 'charge' on the fee accounts and will spread the yearly costs evenly over the 4 terms, with the exception of Jingera Preschool which is over 2 terms.

The regular session fee is still payable on excursion days – regardless of whether or not a child participates. Children not attending the excursion should be kept at home for the duration of the excursion.

***The planning and conduct of excursions is ultimately at the discretion of the Nominated Supervisor.***

**Further reading:**

- 1) *NSW Department of Community Services – Children's Services Regulations, 2011*
- 2) *Guide to the National Quality Standard October 2011*



## Excursions Guidelines for Volunteers

**Thank you for volunteering to assist with the supervision of children on this excursion**

To ensure the safety of all children, you are asked to follow these guidelines:

- 1) Please take note of the children that are allocated to your care. You may be asked to supervise up to four children.
- 2) When crossing a road please ensure the children in your group are holding hands while observing the road safety procedure of “Stop, Look, Listen and Think!”
- 3) If transport is by bus, please assist the children with getting on and off the bus, especially down the steps. If possible children should be seated next to the windows with adults sitting in the aisle seats. Children are to remain seated during the journey.
- 4) Please assist the children in your care with clothing needs, food, toileting and hand washing as required.
- 5) If you need to leave the excursion group for any reason – even for a short amount of time – please advise a member of staff.
- 6) Please be on the lookout for any potential hazards (e.g. puddles, wire etc.) and advise staff immediately.
- 7) Please take the opportunity to interact with your small group of children, remembering to use appropriate language at all times.
- 8) Your role is to aide in the safe supervision of the children so please keep your mobile phone calls after the duration of the excursion.
- 9) Our environment is a non-smoking one so please do not smoke whilst supervising children.
- 10) A staff member will accompany the children to the toilet.