



Moana Kindergarten
Schooner Road
SEAFORD SA 5169
Telephone: (08) 8386 1971
Facsimile: (08) 8327 2852
Email:
dl.3690_leaders@schools.sa.edu.au

Excursion Policy - 2018

Purpose

This policy describes the safety and welfare requirements regarding children in Moana Kindergarten's care during excursions outside of the Centre.

Aim

To ensure the safety, health and wellbeing of children on excursions and local walks whilst in the care of Moana Kindergarten.

Policy Statement

Moana Kindergarten believes that excursions are a valuable part of the curriculum as excursions facilitate children's understanding of their world and provide learning opportunities that cannot be provided in the Kindergarten alone. Both walking and bus/public transportation excursions will be undertaken with safety in mind.

Policy information

- Parents/caregivers are required to sign a consent form before their child can go on an excursion. Verbal authorisation will not be accepted.
- Any excursion requiring children to be taken further from the centre (e.g. to the city, zoo, Kuinto etc.) will be planned well in advance and a separate consent form will be issued.
- A risk assessment will be carried out prior to any excursion and discussed with the children if age appropriate.
- A qualified educator will be present on all walks and excursions.
- A minimum of two educators will be present on all walks/excursions which occur outside the Kindergarten.
- The educator/children ratio for all major excursions will be as per the Education and Care Services National Regulations 2018.
- Educators will evaluate each excursion in team meetings, assessing supervision issues, the appropriateness of the excursion and how it supported the curriculum.
- The Moana mobile phone will be taken at all times including local walks and excursions.

- First aid kit, Asthma pack, tissues, EpiPen, spare clothes, food and drinking water will be taken on the excursion, along with children's individual medical plans and any medication required.
- Toileting – children will have time to visit the toilet before leaving kindergarten and throughout the day.
- A roll call and head count will be taken prior to boarding the bus, at each transition throughout and when ready to return to kindergarten.
- Any child requiring extra supervision will be supervised by a staff member.
- Any child who is attending kindergarten on a 1:1 adult / child support will only travel on excursions with their support teacher or a parent / carer.
- All adults, staff and children will wear hats in term 1, 3 and 4 (August to April) and when the UV is over 3.
- Inclement weather – according to the nature of the excursion, staff will be responsible for cancelling the excursion if the weather is too hot or wet.

Local Excursions

- An authorisation to include each child in short local walks and to use the facilities of the adjoining school under educator supervision will be included on the enrolment form.
- A role call before departing will occur and a head count will be verified before departing. Numbers will be verified when arriving and between transitions to different areas (e.g. school gym to playground).
- On walks around the local area staff and available parents will accompany children.
- Children will hold hands and walk in pairs.
- Staff and children will wear hats in term 1, 3 and 4 (August until the end of April) or if the UV is over 3.
- Crossing a local road – one adult will ascertain that the road is clear and stand in the middle of the road as the children cross.
- A first aid kit including asthma kit will always be taken along with any required medical information, emergency contact numbers and individual medication for children with a health care plan.
- Walking excursions will be cancelled if the weather is too wet or too hot.

Procedure

- A risk assessment is to be undertaken by the staff responsible for the excursion i.e. Director. The approved provider/ nominated supervisor must ensure that a risk assessment is carried out in accordance with regulations 101 before an authorisation is sought under regulation 102 for an excursion, as part of the planning process, before parent permission is sought. The risk assessment may include a visit to the proposed excursion destination to gather information about the availability of toilets, hand washing, drinking, shade facilities, mobile phone coverage and emergency services access.
- The risk assessment will take into account:
 - The number of adults and children involved in the excursion (ratios)
 - The proposed route and destination for the excursion
 - Any water hazards and risks associated with water based activities
 - The method of transport
 - 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
- Volunteers such as parent helpers, may assist to provide additional supervision, however they must never be left alone with children i.e. taking children to the toilet
- During the excursion, small groups of children will be allocated to a staff member, and attendance numbers will be verified several times during the excursion i.e. when arriving, departing a venue.

Consent Requirements

- Written authorisation must be given by the parent/guardian before a child leaves the Centre. The authorisation must contain the information prescribed in the National Regulations.
- For regular local outings, authorisation is obtained on enrolment (part of our enrolment process).

Health and Safety Requirements

- There must be at least one staff member with an approved first aid qualification, which includes resuscitation; and asthma and anaphylaxis qualification must be present on every excursion.
- When children are on an excursion they must have access to drinks, and food must be consistent with the sites food policy.
- The excursion permission form (including a list of children and adults attending the excursion) will be taken on the excursion.
- Two mobile phones will be taken on major excursions in case of emergency. One phone is for emergency services and the other for contacting Parents. The Moana Mobile phone will always be taken.

Transport

- A bus with seat belts will be used where possible.
- Children will be instructed to remain seated whilst travelling by bus and seatbelts will be worn when available.
- Public transport will be used when/if deemed appropriate for the context of children and adequate ratios for supervision will be taken into account.

Parent Information

- Parents are encouraged to allow children to participate in excursions.
- Parents are requested not to send their child on an excursion if they display signs of being unwell.
- Parents must be advised of and provide appropriate clothing and footwear.
- Parent/family participation is encouraged on excursions. Younger siblings may be excluded from attending excursions with parent helpers if the risk assessment deems it inappropriate for younger children or higher levels of supervision is required.
- Parent helpers will be briefed before each excursion. This will include information on children not being left alone with an adult or taken to the toilet, information on the group of children they will be supporting, appropriate use of mobile phones and supervision support required.

Endorsed by Governing Council:

Chairperson _____ Ross Whitfield

Director __ Sophie Northcott Date __22/5/2018

Source

National Regulations 2018

If you require further information regarding any of our policies, go to www.decd.sa.gov.au/

In accordance with Quality Area 2: Health and Safety

To safeguard promote children's health and safety, minimise risks and protect children from harm, injury and infection. All children have the right to experience quality education and care in an environment that provides for their physical and psychological wellbeing and provides support for each child's growing competence, confidence and independence.

Element 2.3.1 Children are adequately supervised at all times.

Element 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Element 2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

www.acecqa.gov.au

Related Documents

Form: Excursion Consent Form – designed for each excursion

Form: Excursion Risk Management Plan

Additional documentation to be found in the excursion folder