



### **Purpose**

This policy outlines the ongoing requirements to ensure the safety, health, and wellbeing of children for regular outings and excursion (at times including transportation) whilst under the duty of care at Moana Kindergarten.

### **Policy Statement**

Moana Kindergarten believes that regular outings and excursions are a valuable part of our educational program as they provide opportunities for the children to build connections with the local and wider community and contribute to their sense of belonging and connection with the world around them. They are organised and undertaken to comply with Department for Education (DfE) Camps and Excursion policy and procedures, and if applicable the DfE Safe Transportation of Children policy and procedure.

### **Policy Information**

- The Site Leader (and or nominated supervisor) is responsible for overseeing the implementation of the following policy and procedure.
- This policy should be implemented in conjunction with the Department for Education (DfE) Camps and Excursion policy and procedures, and if applicable the DfE Safe Transportation of Children policy and procedure. (Regulation 168, National Regulations)
- A DfE Risk Management Plan will be completed for regular outings and prior to any excursion and discussed with the children, if age appropriate, and is made available to families and care givers. (regulation 100 and 101, National Regulations) (section 167, National Law).
- Parents/ caregivers are required to complete a '*parental consent for camp, excursion, sporting or adventure activities*' for our site based regular outings upon enrolment (valid for a 12-month period). (regulation 99, 102 (4) National Regulations).
- Parents/caregivers are required complete a '*parental consent for camp, excursion, sporting or adventure activities*' before their child can attend an excursion. Verbal authorisation will not be accepted. (regulation 99, 102 (4) National Regulations).
- Minimum educator/children ratio will be maintained as per the Education and Early Childhood Services Act 2013 and the Education and Care Services National Regulations, whilst adhering to the applicable Risk Management Plan. (regulation 122, 123, National Regulations)
- Emergency First Aid Kit, Emergency Asthma Pack, Site EpiPen and emergency contact information will be taken on all regular outings and excursions, along with children's individual health plans and any medication required. (regulation 89, 90 and 136, National Regulations).
- DfE Protective Practices Guidelines will be adhered to and followed.
- If nominated supervisor (site leader) is not attending the outing/excursion a teacher will be nominated by the site leader to have ultimate responsibilities, supervision, and authority for the implementation of this policy and associated procedures for the whole duration of the regular outing or excursion.
- Staff will implement strategies for accounting for all children through the duration of regular outings and or excursion in their entirety i.e. roll call or head count.
- Any child requiring extra support and supervision will be supported by a staff member. An individual risk management plan may be completed in collaboration with the family prior to first excursion and adjusted as required.
- All volunteers will be managed through the DfE checklist for screening and assessing the suitability for volunteers.
- Educators will reflect upon regular outings and every excursion in team meetings, assessing supervision issues, the appropriateness of the excursion and how it aligns with children's curriculum and learning.

### **Procedure- Regular Outings (local walks)**

- The Moana mobile phone will be always taken on regular outings.

- Parent/caregiver consent will be included in each child's enrolment form for regular outings, details of consented regular outings will be in the form.
- Roll calls and/or head counts are to be conducted regularly throughout the regular outings. This will include but is not limited to - prior to leaving the centre, on arrival at destination, during the regular outing, prior to leaving destination and upon returning to site.
- Parents of children may accompany children but must have completed requirements according to DfE Volunteer Policy/Procedure).
- Children walk (either in pairs/holding hands/single file) along designated footpaths, or where it is deemed safe according to nominated supervisor.
- Emergency First Aid Kit, Emergency Asthma Pack, Site EpiPen and emergency contact information will be taken on all regular outings and excursions, along with children's individual health plans and any medication required.

## **Procedure- Excursions**

### **Initial Planning**

- Excursion planned, booked and confirmed in writing.
- Transport planned. Booking made and confirmed if traveling by private bus.
- Complete Risk Management Plan
- Families informed of date and destination of excursion via email.
- DfE Consent Form sent home a minimum of two weeks prior to excursion.

### **The Week Leading up to the Excursion**

- Names of parent/caregivers attending excursion gathered- with emergency contact information.
- Educators plan small groups for educator/parent supervision (if required)
- All staff briefed about excursion plans and procedures including timeline, strategies for inclement weather and managing any potential challenges or hazards.
- First Aid kit prepared/checked. Where children are not staying together multiple kits may be required.
- Planning for individual children with special rights &/or health/medical needs undertaken (as part of the Risk Management Plan).
- Ensure that all consent forms have been signed and returned.

### **On The Day**

- Educators to ensure details of all children attending the excursion, health care plans and emergency contacts are packed. As well as communication devices, minimum 2 mobile phones (kindy and another staff member)
- Educators to ensure all required medication, first aid kits, risk assessment and multiple changes of clothes are packed.
- Water bottles, children bags/lunch boxes to be packed on bus (if applicable)
- Parents/caregivers informed who they will be supervising on the excursion and gather with these children prior to leaving the centre (if applicable)
- Educators will ensure that attendance records are accurate prior to leaving the centre- check daily attendance sheet/total and absences.
- Roll calls and/or head counts are to be conducted regularly throughout the excursion. This will include but is not limited to - prior to leaving the centre, on the bus, upon disembarking the bus, prior to departing excursion site and upon disembarking the bus.

### **After the Excursion**

- Educators review and evaluate excursion.
- Documentation (including risk assessment, consent forms, list of adults attending to be filed.

## **Additional Procedural Information**

### **Health and Safety Requirements**

- There must be at least one staff member with an approved first aid qualification, which includes CPR; 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 local 'Healthy Food and Nutrition' policy (families provide lunch/snacks).
- The excursion consent form (including a list of children and adults attending the excursion) will be taken on the excursion.

- The local 'Sun and Heat Protection' and 'Inclement Weather' policy and procedures will be followed as required.
- The Moana mobile phone will be always taken on regular outings and excursions. An additional staff phone may be taken on major excursions in case of emergency. One phone is for emergency services and the other for contacting Parents.

### **Safe Transportation:**

To ensure the duty of care to all children at Moana Kindergarten where we are transporting children or have arranged transportation of children between the education and care services and another location.

- We will identify, assess/manage any risks associated with the means of transport.
- The site leader and or nominated supervisor must be present when children embark and disembark the vehicle. A final visual inspection to be completed and documented after children have disembarked.
- Another nominated staff member will implement strategies for accounting for all children i.e. head count and or roll call. Documented on site 'Daily Head Count' check or 'Daily Attendance Sheet'.
- A bus with seat belts will be used when transport is required, booster seats or car seats will need to be provided by families (if required).
- Children will be instructed to remain seated whilst travelling by bus and seatbelts will be always worn.
- Public transport will be used when/if deemed appropriate for the context of children and adequate ratios for supervision will be considered.

### **Missing Child Procedure**

If a child does go missing the following procedures will be implemented:

- All staff present will be informed so that a head count can happen and recall of whereabouts and when the missing child was last seen. A member of staff will search the site.
- Children will be gathered to double-check numbers.
- Staff and volunteers will be deployed to search the site a second time, whilst children undertake a supervised group activity at the gathering place.
- The site leader or nominated supervisor will be informed of the situation. The nominated supervisor will phone the police and the parent/caregiver (of missing child).
- The children and group will return to the kindy.
- The site leader and or nominated supervisor will meet with the police and parent/caregiver
- Support and reassurance will be offered throughout for parents, staff and children.
- The site leader and or nominated supervisor will record the incident on the reporting form (IRMS- critical incident) which will be passed to Department for Education personnel.

### **Accompanying parent/caregiver/volunteer requirements:**

- Site leader to follow DfE volunteer suitability checklist/requirements, inclusive of
  - Volunteer Application Form
  - RRHAN (responding to the risks of harm, abuse and neglect) training for volunteers
  - WWCC (recommended, but only required for non-guardian i.e. grandparent)
- 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.
- Where applicable volunteers will be provided with a volunteer role description i.e. Beach Kindy Program.
- Volunteers must be advised of and provide appropriate clothing and footwear.
- Volunteers will be briefed before each excursion. This will include information on children not being left alone with an adult or taken to the toilet, only sitting next to their own child on transport services, information on the group of children they will be supporting, appropriate use of mobile phones and supervision support required.

**This policy will be reviewed annually and/or as required based on department policy updates and/or advice.**

Endorsed by Governing Council

Date: 22 August 2023

Chairperson:

Director:

Sign:

Sign:

*ORIGINAL COPY SIGNED, AND AVAILABLE AT PRESCHOOL.*

### **Supportive Resources**

*If you require further information regarding any of our policies and procedures, go to [Department for Education | South Australia](#)*

#### **National Quality Standard**

Quality Area 2

Quality Area 3.2.1

Quality Area 4.1

Quality Area 5

Quality Area 6

Quality Area 7.1.2, 7.1.3

[National Quality Standard | ACECQA](#)

#### **Education and Care Services National Regulations**

Regulation 89, 90, 99, 100, 101, 102, 122, 123, 123A, 124, 136, 158, 168, 169, 170, 171, 172, 175, 177.

[Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

#### **Government of South Australia – Department for Education (DfE)**

[Camps and excursions policy \(edi.sa.edu.au\)](#)

[Camps and excursions procedure \(edi.sa.edu.au\)](#)

[Safe transportation of children policy \(edi.sa.edu.au\)](#)

[Safe transportation of children procedure \(edi.sa.edu.au\)](#)

[Volunteer procedure for schools, preschools and care settings \(edi.sa.edu.au\)](#)

[Protective practices guidelines \(edi.sa.edu.au\)](#)