

EXCURSION POLICY

Policy Number: EP100-19 (R2021)

Excursions outside the centre contribute richness to the children's program. They provide a broad range of learning experiences for children. They may involve children learning about their community, collaborating with other educational services, gaining physical fitness or attending entertainment.

On most excursions the children will walk to their destination but some may involve transport.

Children may be taken on walking excursions for short distances within the community when parents have signed the authority contained within the enrolment forms.

For other excursions parents will be notified of the purpose, destination, modes of transport, times of departure and return, staff and volunteers attending, any special items children need to bring (eg hats), costs (if any). Parents will be asked to authorise their child's participation. There will be no change to the publicised itinerary unless the person in charge deems it necessary for the safety and wellbeing of the children.

The Centre will abide by Licensing and Standards adult:child ratios regarding excursions 1:8.

Adult volunteers may be used to augment adult:child ratios on outings. Parents/Guardians may be invited to assist in this regard.

Staff will:

- Undertake a risk assessment of the excursion
- Take a list of children participating on the excursion and leave a list at the preschool if only some of the children are going.
- If all children are going, staff will take phone numbers of parents / caregivers
- Take the site mobile phone for contacting emergency services, or a parent if necessary
- Take First Aid supplies
- Consider the food, drink, shade and toileting requirements of the children while on the excursion
- Prior to the excursion staff will discuss the excursion with the children explaining purpose of the excursion, what the children can expect to see and do, possible hazards i.e. road safety, expectations of children's behaviour when away from the Centre
- Arrange supervision at the Centre for any children not attending the excursion
- Evaluate supervisory practices after excursions.

Preschool staff will follow the procedures outlined in Appendix 1 in regard to taking large groups of children off site.

Parents are requested not to send their child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.

This policy has been developed in consultation with the Governing Council, staff and families of the centre and will be reviewed and evaluated regularly and modified as required to ensure continued relevance for Berri Community Preschool. This policy will be shared with all new staff and families, and available on the website and in the preschool policies folder.

Policy Issued: July 2019

Policy Review Date: July 2021



Appendix 1

PROCEDURES FOR TAKING GROUPS OF PRESCHOOL CHILDREN OFF SITE

- Staff to discuss roles when planning to take children off site
- One person responsible for roll check
- One person (assigned) responsible for check all areas
- Roll Call
- Take note of total number of children

- Check all areas including;
 - Quiet room
 - Big room
 - Staff room & office
 - Toilets – disabled and bathroom
 - Store rooms
 - Cubby/ Tree house
 - Outdoor learning areas

NO CHILDREN TO MOVE OFF SITE UNTIL ALL ACCOUNTED FOR

RETURN TO SITE – account for all children taken (either by roll call, match number and/or account for children collected or delivered by parents/others independently of group)