



EXCURSION POLICY

(This is one component of our Child Safe Environment Policies)

AIM

Excursions and regular outings are an important part of our educational program, providing opportunities for the children to build connections with the local community and contributing to their sense of belonging and connection with the world around them. We are committed to ensuring the safety, health and wellbeing of children during excursions and regular outings by conducting risk assessments and ensuring authorisations are obtained from families.

PROCEDURE

ALL EXCURSIONS

Nominated Supervisor will:

- Ensure that primary contact staff attend excursions and ratio and regulations requirements are maintained.
- Ensure all children with medical and/or additional need requirements are considered with all excursions.
- Complete a risk assessment as per the Regulation requirements.

REGULAR OUTINGS

(a walk to and from the preschool that the service visits regularly as a part of its educational program; where the circumstances relevant to the risk assessment are the same on each outing)

- All parents will be informed of the outing by means of the sign in sheet, day sheet or formal notification before the outing.
- Parents who have not given permission for their child to attend the excursion will be contacted prior to leaving the preschool.
- Regular Outings will require authorisation to be obtained once every 12 months (included in the enrolment and re-enrolment process) (Regulation 102)
- All regular outings will require a risk assessment to be completed every 12 months.

NON-REGULAR PLANNED EXCURSIONS

- information will be prepared for parents stating: (*according to regulation 102(4)*)
 - Child's Name
 - Reason for leaving the premises
 - Date and destination of the excursion.
 - Means of transport and safety requirements such as seatbelt requirements and embarking and disembarking processes, if necessary.
 - Proposed activities
 - Period the child will be away from the premises.
 - Anticipated number of children attending
 - Anticipated ratios
 - Number of supervising adults.
 - Attending staff with First Aid Qualifications.
 - That a risk assessment has been completed
- Thorough risk assessments will be complete prior to each excursion
 - ◊ When transportation is arranged by the service an embarking and disembarking procedure will be in place as per Regulations 102E(4) and 102F(4)

- No child will be allowed to attend the excursion without written or verbal consent from a parent/guardian or Authorised Nominee. (When verbal consent is given, the parent/guardian or Authorised Nominee are required to sign the excursion form upon collecting their child.)
- First aid kits will be taken on all excursions.
- Mobile phone will be taken on all excursions including the current emergency contact lists.

Attachments: Risk Assessment Template; Pre-Excursion Checklist

(Reviewed annually with NQF and QIP)

Date last amended _____

President's signature _____