Excursion Policy

The purpose of this document is to clearly define to the kindergarten community, staff and management committee, the responsibilities and procedures necessary to ensure the safety of all children when leaving the kindergarten premises.

Policy Statement.

Our aim is to provide a stimulating and varied educational programme. Young children learn best through first hand experiences with their world. From time to time, an excursion is planned to support specific teaching and learning in the kindergarten.

Responsibilities Prior to the excursion

A risk assessment will be carried out by staff in line with DECD requirements.

All staff will explain to the children, the reasons for the excursion, and what they can expect to see and do. Staff will highlight and reinforce safety practices such as staying seated on the bus, keeping close to an adult and listening for prearranged signals such as a bell.

Staff

- Will inform the management committee of the intent of the excursion, proposed destination, intended activities, outcomes and cost.
- Will organize all arrangements including booking and confirming private transport and venue details
- Each child will be fitted with a seat belt when travelling on the bus
- Inform parents at least two weeks prior, of all details related to the excursion, and seek written permission and collect the fee.
- Prepare a master list of children attending.
- Ensure a ratio of 1 to 5 children per adult.
- Consider whether volunteer parent help is needed. If a volunteer has not undergone a police check in the last 6 months, they will be under the direct supervision of a staff member.
- Consider whether the excursion is suitable for siblings.
- Will inform parents of items that may be needed such as lunch, a drink, a jacket etc
- Provide a first aid kit, sun screen if needed, bring medications for children with a health care plan and mobile phones.
- Provide a list of emergency phone contacts for children to staff members.
- Provide all adults with a schedule of the excursion.
- Inform parents as soon as possible of any changes and/ or cancellation.

ONLY CHILDREN WHOSE PARENT / CAREGIVER HAVE PROVIDED WRITTEN PERMISSION WILL BE ALLOWED TO GO ON THE EXCURSION.

On the Day

- All children will be given the opportunity to use the toilet prior to leaving the kindergarten.
- All children will wear a tag identifying them as belonging to Glandore Kindergarten [NO NAMES]
- All staff and volunteers will wear a name tag
- All medications, first aid kits, emergency contact and attendance lists must be packed and accessible
- All children are to be supervised at all times. If a child needs to go to the toilet it must be under the supervision of a staff member.
During the day children will be counted at several key times, on leaving the kindergarten, at the place of excursion, prior to leaving and whenever deemed necessary.

Parent / Caregivers are responsible for:
- Reading the excursion details
- Signing and returning the permission slips with fee as soon as possible
- Ensuring health information is accurate
- Ensuring contact numbers are up to date
- Making any payments required before the day of the excursion

Parent volunteers are asked:
- NOT to buy children items, lollies or drinks
- Inform a staff member immediately if a child is hurt, appears unwell, is distressed, or has challenging behaviour.
- Inform a staff member if a child needs to go to the toilet.
- Not to leave any child unsupervised

This policy was approved at the committee meeting on