

# Bridgewater Kindergarten

87 Onkaparinga Road, Bridgewater SA 5155

11/6/16

## Excursion policy

( in accordance with NQS Regulations 100 /102)

Excursions will be linked to the learning programme. The children will be involved in the planning and preparation for the excursion.

### **Consideration will be given to-**

- \* Inclusivity for all students. For some this may mean extra adult support.
- \* All reasonable efforts will be taken to ensure that excursions are affordable for all families. Children will not miss the experience due to financial difficulties.
- \* Child and adult safety. A **risk assessment** will be performed before attending the excursion including response if someone is lost, injured or becomes ill; means of communicating with the preschool contact person; first aid provisions; provision of health and personal care support to students with individual needs; list of participants and relevant medical information.
- \* The kindergarten personnel will have attendance lists, student/child health and personal care information, contact numbers of parents, family etc, itineraries, including Estimated Times of Arrival (ETA) with them.
- \* In bushfire season, particularly December to March, excursions will not be planned in bushfire areas. An excursion will be cancelled if it means travelling through a bushfire effected area.
- \* Parents will be clearly informed with adequate notice of the excursion and must sign permission before the student can attend. The signed consent form is a legal document. It must be accompanied by sufficient information to indicate that the parent or adult student is aware of the nature of the activity and gives consent for the student/child to participate. This form will clearly indicate the method of travel.
- \* A maximum ratio of 1 adult to 6 children will be maintained on all excursions which include using vehicles; 1:10 for local walking excursions. Where possible lower ratios are preferred.
- \* Parents will be invited to help, however we are unfortunately unable to include younger siblings. Please remember, if you are a parent volunteer, you will be asked to help and "supervise" a small number of children. An alternate emergency number for volunteer parents will be sought prior to the excursion.

### **Excursions will not include travelling in private vehicles.**

- \* Once a term Bridgewater Kindergarten will hold an excursion to Bridgewater Primary School. Children will be dropped at the school and collected by parents or their nominated caregiver. Kindergarten and school staff will be responsible for the care of the kindergarten students.

Glenda Henderson  
Director