

# Cambrai Preschool & Occasional Care

## Excursions

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National Quality Standard 2.3

Regulation 168 (2) (g)

Related Key Regulations: 100, 101, 102

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Excursions are a part of Cambrai Preschool & Occasional Care's programme. They include spontaneous walks in the surrounding area & town, DECD bus trips to Meldanda, as well as planned excursions further afield.

### PROCEDURES

- Staff / child ratios will apply as per regulations
  - Any excursion beyond a local walk involving public transport or the use of private cars will involve a consent form to be signed by all parents and returned before excursion.
  - Permission for local walks and bus trips to Meldanda is included on the preschool enrolment form.
  - Safety and sun protection policy/procedures are applied on excursions.
  - Essentials as deemed necessary will be taken (i.e.: hats, phone, sunscreen, tissues, hand wipes, first aid kit, necessary medication relevant to health care plans)
  - If parent permission is not given, the child concerned will need to remain at home.
  - Parents will be encouraged to attend where possible.
  - Staff will fill out a risk assessment outlining staff and children attending the excursion, destination, return times and transport being used.
  - Notice of excursion will be placed on Centre notice board area.
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Reference:

DECD Camps & Excursions-Guidelines for Schools & Preschools

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Our service, Cambrai Preschool & Occasional Care will review Excursions for Preschool Children every 2 years so as to incorporate current advice from recognised authorities

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Date: 18-3-2019

Review: 18-3-2021