

For *Duty of Care* reasons Christie Downs Kindergarten has formulated an Excursion policy. Prior to all ex-cursions a Risk Benefit Assessment & checklist is completed by the staff team to ensure maximum safety in the care of your child(ren). Copies of Risk Benefit Assessment Plans are available from staff upon request. Consents for local walks will be obtained prior to such events.

Our site is committed to our parents and children being front and centre in our community and our children have a sense of belonging in place and space.

The kindergarten families are encouraged to participate in celebrations such as NAIDOC Week, Reconciliation Week, Sorry Day and the local Christmas pageant. Our program is inclusive of sites and dreaming stories of cultural significance as this acknowledges and reinforces the cultural beliefs, practices and celebrations of the Kurna people of the Adelaide plains.

**Kindergarten siblings** are exempt from participating in an excursion. Younger kindergarten siblings will have the opportunity to participate once they start full time kindergarten.

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.

### LOCAL EXCURSIONS

Ratio of adult: child will be a maximum of: 1:10

Staff will accompany children on walks around Christie Downs

Parental support will be sought & encouraged.

One staff member will take a first aid kit and asthma pack.

**Crossing roads** – one staff member will ascertain road is clear and stand in middle of the road and the children cross. Appropriate crossing points will be used i.e pedestrian walk signs

**Inclement weather**- according to the excursion planned, staff will be responsible for cancelling the excursion if the weather is too hot or wet.

All staff and children will wear hats, in line with our *Sun Safety at Kindergarten* policy.

A roll call will be taken by a staff member before leaving kindergarten and a head count conducted on a regular basis whilst on excursion and before returning from excursion.

### BUS EXCURSIONS

The ratio of adults (including staff and parents) will be a maximum 1:5

Parents will be required to provide separate written consent to participate in any excursion requiring transport.

One staff member will take a first aid kit, asthma pack, tissues and drinking water.

All children will be reminded to remain seated whilst the bus is traveling (adults to enforce this)

Toileting – children will have time to visit the toilet before leaving kindergarten and throughout the day.

A roll call will be taken by a staff member before leaving kindergarten and a head count conducted on a regular basis whilst on excursion and before returning from excursion. A head count will take place once all have boarded the bus.

A mobile phone will be carried at all times, with phone number disseminated to families prior to departure. When identified by staff as required, a back up vehicle will follow the bus.

Staff will ensure that any child requiring specialist / behavioural care is appropriately supported.

Any child who is attending preschool on a 1:1 adult/child support will only travel on excursions with their support teacher or parent/carer or other parent/staff negotiated arrangements.

Parents will be responsible for supplying food and drink for their child.

All adults, staff and children will wear hats, in line with our *Sun Safety at Kindergarten* policy.

**Inclement weather** – according to the excursion planned, staff will be responsible for cancelling the excursion if the weather is too hot or wet.

*Refunds* for non-attendance cannot be made once a bus has been booked as the kindergarten is liable for costs incurred. *In special circumstances the amount can be cross debited against any term fees owing.*

If you have any comments to make re this policy, please feel free to speak to the staff team, so queries and problems can be dealt with immediately.

Source(s):

DECD Excursions and Camps Guidelines;

<http://www.decd.sa.gov.au/childrenservices/pages/policies/NQFpolicies/Excursions>

Reviewed: May 2016 Next Review: May 2017

