



Policy: Excursion Policy

Rationale:

At Ingle Farm Children's Centre we believe that excursions have the potential to enrich children's learning, facilitate children's understanding of their world and provide learning opportunities that cannot be provided in the Centre.

During the year educators will organise excursions connected to children's learning. There are generally two types of excursions either on campus or off campus (The campus is considered to be the grounds of Ingle Farm Children's Centre and Ingle Farm Primary School).

Procedure

On school campus excursions:

As we are located on a school site sometimes an excursion could be to walk to the school library, hall, oval or playground.

- Parents will be asked to sign an excursion form upon enrolment that gives permission for their child to be involved in activities outside the children's centre.
- Each time an excursion on the school campus is planned, parents will be notified by a note on the kindergarten entrance door. This will occur prior to the event unless decided on the spur of the moment.
- A risk assessment will be undertaken prior to the walk to ensure the safety of all children and to ensure appropriate child: adult ratios taking into account the nature of the experience.
- A minimum of two educators will accompany the children on any walk outside the centre.

Off campus excursions:

- Parents/guardians will receive information about the proposed excursion detailing the date, time, who will participate, who will accompany the children, transport mode. This information must be provided with reasonable notice, to enable families to make alternative arrangements should they not wish their child to participate or should they wish to assist with supervision.
- Parents/guardians can choose to not grant permission for their child to participate in the excursion. If they make this choice it may not be possible for that child to attend the kindergarten that day as the usual session will not be offered.
- Along with information about the excursion, parents/guardians will also receive a separate consent form. This must be completed, signed and

return to the centre before their child can attend the excursion. Verbal authorization will not be accepted.

- Prior to the excursion a risk assessment will be undertaken which will consider planning for the excursion. A list of children participating on the excursion will remain at the centre with the Administration Officer and another list will be taken by the director/nominated supervisor.
- Children and adults will be counted at regular intervals to ensure everyone is accounted for e.g. as children and adults get on and off the bus
- At least one staff member attending the excursion will have a current first aid certificate
- Emergency contact phone numbers for parents/guardians along with a minimum of one mobile phone will accompany the group.
- The staff/children ratio for all major excursions will be as per the Education and Care Services National Regulations
- One staff member will be the key organiser of the excursion, in consultation with the education team. One member of the education team will also be the lead person on the day of the excursion. Generally this will be the director or nominated supervisor.
- Staff will evaluate each excursion, noting any issues, the appropriateness of the excursion and how it supports the curriculum and children's learning.

Risk Assessment

Prior to any excursion either on or off the campus, a risk assessment will be undertaken to consider any risks to the health, safety and wellbeing of any child and will specify how the service will manage or minimise any associated risks and any other requirements including:

- The appropriateness of the proposed activity, location and duration of the excursion
- The mode of transport to and from the excursion
- The identification of any hazards or risks including any hazard associated with water-based activities
- The number of adults (educators and parents) required to ensure child safety. This will vary depending on the nature of the excursion
- The health and safety requirements for the excursions taking into account the number of children participating, the nature of the activity and any health care/medical needs ie first aid kits, child medication and health care plans, sunscreen, water and food, emergency contact numbers and mobile phones etc.
- Ensuring that children with special rights will be supported to participate in the excursion with any specific considerations taken into account.

If the excursion is a regular occurrence a risk assessment will be completed once, provided circumstances around the excursion have not changed in any way since the initial risk assessment.

Adult help

Parents/guardians are encouraged to support the education staff on excursions as we value their involvement and assistance and to ensure the correct ratios are maintained. Depending on the nature of the excursion and the number of children attending, parents may be asked to express interest in supporting with supervision.

Adult helpers must be over 18 years of age and either a parent or guardian. Extended family members such as a grandparent may also be eligible to attend at the discretion of the director. Parents/guardians who are assisting with supervision are unable to bring younger children with them.

Parents/guardians would be allocated their own child plus another small group of children but with the number of children allocated to a parent supervisor never exceeding 3 (including their own child). They would be responsible for the general supervision of their group of children, ensuring they are constantly in their care and accounted for.

Helpers will not be left in sole charge of any child or group of children at any time and must be always supervised by an educator of the service.

All children are to be toileted by a staff member or by the child's parent/guardian. **There is no exception to this rule.**