



# Excursion policy

## TERMINOLOGY

*Excursion: an outing off kindy site to some place, usually for a special and purposeful learning experience*

*Incursion: A hired event that is a special and purposeful learning experience which occurs on kindy site*

**RATIONALE:** Excursions and incursions and outings are an important part of every child's learning journey.

A risk assessment will be carried out before each excursion/incursion by the Director. This will be kept on file with a list of excursion participants. To ensure there are two records of participants and emergency contacts, a copy will remain on site and one will be taken to the excursion.

Parents will be informed of all programmed excursions/incursions for their child/ren. Detailed written consent forms will be issued to parents which need to be signed and returned to staff before their child can participate, however for Local Excursions to T.K. Shutter Park, Close by Schools, Close by Aged Residential Care and Greenacres Shopping Area including Library; parent permission will be obtained upon enrolment allowing for local excursions to occur with little to no notice.

Staff are ultimately responsible for the planning and implementing of all excursions. Ratios for children and staff will be according to the regulations. The age range of the children involved and the destination will also be taken into consideration. Staff are responsible for all activities occurring on excursions. They are the ultimate decision-makers.

Volunteers will be responsible to staff and under direction at all times. Volunteers are required to meet current South Australian working with children checks (WWCC). Staff will inform all volunteers of their role and responsibilities while participating in a kindergarten excursion. They will be asked to encourage the children to listen to staff for instructions, procedures and direction. An emergency First Aid Kit, health care plans and medications will be taken on excursions.

Staff will use their discretion with regard to unsuitable weather conditions. Weather that is too hot or too wet may determine the need to cancel or postpone a planned excursion. Parents will be informed as soon as possible and via site communication

All children participating on a kindergarten excursion will wear a badge, hi-vis vest with the Centre's name and mobile telephone number.

### **Regulation 100 Risk assessment must be conducted before excursion**

The nominated supervisor of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation referred to in regulation 102(4) is sought for an excursion.

A risk assessment is not required under this regulation for an excursion if—

- the excursion is a regular outing; and
- a risk assessment has been conducted for the excursion; and

that risk assessment has been conducted not more than 12 months before the excursion is to occur.

### **Regulation 101 Conduct of risk assessment for excursion**

(a) A risk assessment for an excursion must—

- a. identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
- b. specify how the identified risks will be managed and minimised.

(b) Without limiting sub regulation (1), a risk assessment must consider—

- a. the proposed route and destination for the excursion; and
- b. any water hazards; and
- c. any risks associated with water-based activities; and
- d. if the excursion involves transporting children—

(c) the means of transport; and

(d) (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and

(e) (iii) the process for entering and exiting—

- a. the education and care service premises; and

(f) the pick-up location or destination (as required); and

- (g) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking; and
- (h) the number of adults and children involved in the excursion; and
- (i) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required

#### **Regulation 102 Authorisation for excursions**

The nominated supervisor and staff of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under sub regulation (4).

The authorisation must be given by a parent or other person named in the child's enrolment record as having authority, given by a parent, to authorise the taking of the child outside the education and care service premises by an educator and must state—

- (a) the child's name; and
- (b) the reason the child is to be taken outside the premises; and
- (c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
- (d) if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion; and
- (e) a description of the proposed destination for the excursion; and
- (f) if the excursion involves transporting children—the means of transport; and any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- (g) the proposed activities to be undertaken by the child during the excursion; and
- (h) the period the child will be away from the premises; and
- (i) the anticipated number of children likely to be attending the excursion
- (j) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- (k) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- (l) that a risk assessment has been prepared and is available at the service.

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

*Ratified by Governing Council November 2022  
to be reviewed annually*