

Mitcham Village Kindergarten

EXCURSION POLICY

RATIONALE

Excursions are an integral part of teaching and learning at Mitcham Village Kindergarten enriching the experiences of the children. Parental permission will be sought for all excursions, which will be organised to comply with DECD regulations and instructions.

STRATEGIES

DIRECTORS RESPONSIBILITIES:

The director is responsible for overseeing the implementation of the following policy and procedures to ensure that:

- DECD and Mitcham Village Kindergarten Excursion Policies & Procedures are adhered to.
- Mitcham Village Kindergarten Excursion Checklist is followed for each excursion.

VOLUNTEER ASSISTANCE:

The staffing ratio of one educator to every 11 children or part thereof will be maintained at all times. For excursions the ratio of adults of children must be 1:5 to ensure adequate supervision to allow for the risks of excursions. 1:1 may be required for individual children. At the discretion of the staff team, expressions of interest to assist may be sought from the preschool community.

Volunteers must be over the age of 18 years.

The allocation of volunteer places is at the discretion of the director based on the following priority basis:

- Parent/carer of child with additional needs.
- One parent/carer per family.
- Parent/carer who has not participated in excursion previously.

PROCEDURES AND ACTIONS:

- The excursion planning must reflect consideration towards any reasonably predictable conditions and hazards that could be encountered.
- Children may not be transported in private vehicles.
- All excursion costs are covered in the child's contribution amount. There may be an additional cost for transport.
- The excursion must be appropriate for the children attending and provide learning outcomes for each child.

- Parent/cares will be notified of all excursions details of destination, travel arrangements, times of departure and return, snack and lunch arrangements, staffing and volunteers and any instructions or special items children are required to bring. If appropriate parents will be requested to provide a hat and to apply sunscreen to their child.
- Excursions require a consent form signed by the parent/s.
- The correct adult to child ratio must be adhered to. Planning for children with special needs may reflect the need for additional support.
- Any changes to excursion plans must include advising all parents/carers.
- No child is to be taken outside the DECD site without the parent's written authorisation regarding the date, proposed destination, method of transport, and activities to be undertaken.
- Children may be taken on walking excursion within the community when parents have signed the authority on the enrolment form.
- During an excursion there will be a maximum of five children to one adult at all times. An adult may be a staff person or a volunteer. The staffing ratio of one educator to every 11 children or part of will be maintained on all excursions.
- Overall responsibility for the children on an excursion will be the educator in charge. In most cases this will be the director. If the director is not present then the teacher who is the nominated supervisor will be in charge.

OTHER CONSIDERATIONS

In determining adult to child ratio for each excursion, the following will also be considered:

- Age and abilities of the children.
- Destination and length of the excursion.
- Method of transport.
- Previous experience of the accompanying adults.

STAFF WILL TAKE:

- A first aid kit and an asthma kit.
- Other medical requirements such as vomit bags, gloves, disposal bags and tissues.
- A list of all children on the excursion.
- Emergency contact telephone numbers of parents/carers.
- Medications and health plans for all children who may require these during the period away from the site.

EXCURSION PROCEDURES CHECKLIST:

One staff team member will be delegated responsibility for excursion organisation overall, with consultation with the remainder of the staff team.

If required, a staff member may delegate a task to one of the parent/carer or volunteer helpers.

Initial Planning:

- Once an excursion is planned, the initial action must be a Risk Assessment (see appropriate form).
- Bookings for excursions for that year will be made if possible during the beginning of the year. Bookings include all aspects, for example the excursion destination and transport.
- Bookings will be confirmed in writing within one week by phone, in writing or verbally.
- The beginning of each term newsletter will inform parents/carers of date and destination of excursion for that term.
- Minimum of two weeks prior to excursion date, a note with excursion details and a separate consent form will be given to parents/carers.

Day Prior to Excursion:

- Excursion destination sites and transport groups will be informed in writing of timetable and given specific instructions **in writing a minimum of one week prior to excursion date.**
- All staff must be briefed with a contingency plan for each excursion. The plan must include action strategies, effective communication techniques and awareness of dangers relating to particular excursion areas. This includes weather precautions i.e. protection from the sun, undercover area for protection from rain and cold.
- First Aid Kit must be prepared /checked before and after each excursion. A First Aid Kit must be taken on all excursions out of the preschool. A First Aid Kit must be provided for each group if whole group does not remain together.
- Ensure that children with special medication needs are planned for and that all medical records accompany the child.
- Ensure that all consent forms have been signed and returned.
- Children must be allocated to an adult, considering the individual child needs and the group dynamics of the clusters of children.
- Inform the Education Office at least one day prior to excursion that no one will be in attendance at the preschool.

On The Day:

- Ensure that all consent forms, current enrolment records, medical information, emergency numbers and attendance details are available on an excursion.
- Ensure that attendance records are accurate. Attendance records must be signed at arrival and departure times by an authorised person.
- Roll calls are mandatory - on arrival at preschool, prior to leaving site and prior to each boarding of transport. Regular head counts at regular intervals may also be necessary, at the discretion of the director or teacher.
- Depending on the weather conditions, children must wear hats and have sunscreen applied prior to departing.

After the Excursion:

- Staff Team to review and evaluate excursion.

CONCLUDING STATEMENT

This policy has been developed by the staff team in consultation with the Governing Council.

This policy will be reviewed and evaluated regularly by both staff and the Governing Council and modified as required to ensure continued relevance for the centre.

This policy was endorsed by the Governing Council on:

Date:

Chairperson: Roxanne Nathan.....

Director: Janice Williams.....

Review date:

Review date: