



EXCURSION POLICY

At Ngura Yadurirn Children and Family Centre we acknowledge the importance of excursions for emotional, social and cognitive development of children and families. There will be regular excursions organised throughout the year.

PROCEDURE

Excursions will be organised well in advance to give parents adequate notice of intent, consent forms for excursions are required.

Parents will need to sign and agree to pay excursion costs (part of the cost is often budgeted for by the Centre).

Excursions are to be developmentally and age appropriate.

Adequate staffing levels are to be adhered to. Children will be counted and checked at Arrival, departure and regularly on trip and may be required to wear name tags.

Parents and volunteers are welcome to participate in the excursions.

The first aid bag and asthma pack is to be taken and a first aid person will need to be on the excursions – all allergy medications e.g.: EpiPens and Zyrtec

Staff members are to be responsible for the excursions ensuring all procedures are adhered to and that in the case of any emergency, children and staff are organised in a sensible manner.

A mobile phone is taken.

In the case of a bus breakdown, every possible effort will be made to contact the parents regarding delayed return.

Bus transport procedure adhered to.

Excursions will comply with other related centre and DECS policies, i.e. Sun Smart, Nut Policy and Healthy Lifestyle.

It is the teacher's role to ensure the following are taken on all excursions outside the centre ;

**Individual children's medication; asthma pack; tissues;
First Aid Pack; mobile phones; roll**

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