

## EXCURSION POLICY

- *Short walks and visits to adjoining parks will be informed in newsletter. Parents to sign consent on enrolment form.*
- Before an excursion, a staff member will need to do a risk assessment and complete an Excursion Risk Management Plan : (See Excursion folder in kitchen area)
- It is recommended this plan be discussed at a staff meeting.
- Parents/carers will be informed of the excursion and be required to sign and return the consent form.
- A ratio of one adult to six children will be maintained on excursions.
- Parental assistance on excursions will be requested when necessary.
- Procedure in case of emergency
  1. Administer first aid
  2. Phone ambulance if needed
  3. Phone parents
- Staff must take the following items on excursions;
  1. first aid kit
  2. roll
  3. emergency contacts list
  4. medical list and medications
  5. mobile phone
  6. whistle
- Children will need to wear shoes, have sunscreen applied if a high UV day and wear hats.
- Notify visitors by a note on front door and notify Regional Office if off site for the day.
- Notify phone callers of mobile phone number & whereabouts via message on answering machine.