

Port Pirie West Children's Centre

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Policy 11: Excursions

EXCURSIONS Children's Services Regulations 2020 Part 4, division 7: 68, 69, 70, 71

Rationale: Excursions are an integral part of our curriculum and program at Port Pirie West Children's Centre and will be arranged in order to enrich the learning experiences of children.

An excursion may be planned to achieve specific EYLF outcomes e.g. Children broaden their understanding of the world in which they live and explore relationships with other living and non - living things; Children seek out and make new discoveries, manage change and learn from experiences that require them to become involved in the broader community and environment beyond the early childhood setting; Children resource their own learning through connecting with people, places, technologies and natural and processed materials. Some planned excursions and outings will be suitable for particular age ranges of children and Educators will keep this in mind when selecting children to participate. The Port Pirie West Children's Centre seeks approval from parents / guardians for their child to visit the neighbouring school – Port Pirie West Primary School via a permission form in the enrolment pack which lists the dates for evacuations, playground and library visits. Risk assessments will be conducted for this and all other excursions. Parents will be informed of all programmed excursions for their child/ren. Detailed written consent forms will be issued to parents/guardians, who will need to sign and return a consent form to the Centre before their child can participate in an excursion. The Director and Educators are responsible for the planning and implementation of all excursions. A risk assessment will be done prior to the excursion (which will be available at the Centre for parents) and decisions made in regard to a balance between safety and managed risk. On excursions there will be a maximum of six children to one adult at all times. An adult may be a staff member or a volunteer. The staffing ratio of one paid PPWCC staff member to every 10 children or part thereof will be maintained on all excursions. Educators are responsible for all activities occurring on an excursion or outing. Other adults involved in the excursion or outing will be considered as volunteers and can be counted in the adult: child ratios and will be responsible to Educators and under their direction while participating. They will need to fill out the helper agreement form. Excursions will follow the DfE policy and procedures and use the excursion forms from the Department for Education.

Excursions in the curriculum should be considered for inclusion in the educational program only after it has been considered that:

- Children's learning is linked to the curriculum
- Necessary safety requirements are in place (including appropriate and well maintained equipment)
- The degree of inherent risk is manageable and has been established through a risk assessment
- Supervisors / instructors are suitably qualified at the venue
- The educator/volunteer to child ratio reflects safe practice (1:6 minimum)
- Parents are fully informed in regard to safety issues involved in a particular experience when seeking their consent
- Safety protocols determined by any official bodies be observed
- Equity issues have been satisfied - e.g. consideration of children who may not be able to participate for financial, cultural or religious reasons
- Children with identified special rights can participate in the experience
- When going on a walk or excursion, children will wear high visibility vests.

Educators will:

- Implement risk management procedures before excursions are undertaken
- Inform all other adults on the excursion of their role and responsibilities while participating in a Children's Centre excursion. They will encourage the children to listen to adults for instructions, procedures and direction.
- Carry a First Aid bag, Asthma kit, individual child's medication, list of children and the Centre's mobile phone with them.
- Organise the group so that when walking as one large group, an Educator leads and another follows at the end. The rest of the group will form in the middle to ensure safety of all.
- For excursions involving a bus, children must be counted entering and exiting the bus. If seatbelts are fitted, children must wear these. An educator must check the bus at exit times to ensure no children or belongings remain on the bus.
- Nominate an Educator to be responsible for carrying a list of the total number of persons attending, their full name and emergency contacts. Port Pirie West Children's Centre, First Street, Port Pirie SA 5540 Tel: 8633 0077 or mobile: 0409 628 221
- Use common sense in regard to unsuitable weather conditions. Weather which is too hot or too wet may determine the need to cancel or postpone a planned excursion.
- Leave a contingency plan and list of children and Educators names of those who are participating on any excursion or outing with the Director or a staff member remaining at the Children's Centre, which will include details such as the destination, estimated times of departure and return.
- Advise the local Education Office that an excursion is happening
- After any excursion beyond the neighbouring school, an evaluation will be done by the Educators involved to note any changes that may need to be made for future experiences.

SOURCED:

Children's Services Regulations 2020: Part 4 Division 7 68, 69, 70, 71

South Australian Department for Education Camps and Excursions Policy July 2022

National Quality Standard – Professional Learning Program Newsletter No.47

REVIEWED	August 2023	NEXT REVIEW DATE	August 2024
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PARENT/CAREGIVER HELPER AGREEMENT FORM

Please note these rules have been put in place to ensure excursions run smoothly and that children are fully supported and get the richest of learning experiences possible, these rules are not intended to offend anyone, just to ensure that everyone is clear about their role and responsibilities.

RULES FOR PARENT/CAREGIVER HELPERS: (Please ensure the person that will be attending this excursion reads this and signs. This form will be returned to you if you have filled it out for someone else. It is important that the parent/caregiver helpers that we have on the excursion with us are fully aware of the rules.) Parent helpers that turn up on the day without notice will not be able to assist on this excursion.

PLEASE TICK EACH BOX TO STATE THAT YOU AGREE AND THEN FILL OUT THE INFORMATION REQUESTED AT THE BOTTOM OF THE FORM AND SIGN. THANKYOU

- ☐ I will follow the lead of the educator in my group – not different rules for my child/group.
- ☐ I will treat the children as competent and capable – children are expected to walk independently, carry their own belongings, feed themselves, etc.
- ☐ I will act as an educator to support the children in their learning, not rushing through the experience, focusing on the children, etc.
- ☐ I will stay with the lead educator of my group at all times.
- ☐ I will not take children other than my own to the toilet.
- ☐ I will check with the educator in my group before I take any photos of children.
- ☐ I will not post any photos that I take to social media without permission from those children's parents.
- ☐ I have considered if me coming on this excursion will support my child's learning experience (for those parents/caregivers whose child's behaviour changes when you are around.)
- ☐ I understand that I have been counted as part of the child: adult ratios for this excursion so I will be prompt in my arrival and be in attendance for the entire excursion.
- ☐ I will report any behaviour management concerns/wellbeing concerns of children to the educator in my group.
- ☐ I will HOLD HANDS with the children in my group and be strict with this for the entire excursion where needed.
- ☐ I have not been/or am not currently being charged with a criminal offence that might preclude me from being in the presence of children.
- ☐ I will not make any physical contact with children other than my own except to hold hands for safety reasons, give a 'high five' or a handshake and understand that this is part of the children's learning as part of the Child Protection Curriculum to keep them safe.
- ☐ I will support the staff members by being aware of members of public around me and notifying a staff member if I notice anyone behaving suspiciously to support the safety of the children.
- ☐ I am willing to undergo a DHS Child Related Employment Screening at my own cost if requested by the Director.
- ☐ I have read above rules and would love to attend the excursion and help to supervise the children.

Child's name:

Parent/Caregiver name:

Parent/Caregiver Signature: Date:/...../.....