

## Excursions Policy

**NQS: 2.3**

**Regulation: 168 (2) (g)**

Excursions outside the centre contribute richness to the children's program. They provide a broad range of learning experiences for children. They may involve children learning about their community, collaborating with other educational services, gaining physical fitness or attending entertainment.

On most excursions the children will walk to their destination but some may involve transport.

Children may be taken on walking excursions within the community when parents have signed the "Authorisation for Excursion" form. On these excursions, depending on their age, children will be 'appropriately restrained in a pram or stroller, or by other suitable means'.

For other excursions parents will be notified of the purpose, destination, modes of transport, times of departure and return, staff and volunteers attending, any special items children need to bring (e.g. hats), costs (if any). Parents will be asked to authorise their child's participation. There will be no change to the publicised itinerary unless the person in charge deems it necessary for the safety and wellbeing of the children.

The Centre will abide by adult:child ratios regarding excursions.

Adult volunteers may be used to augment adult:child ratios on outings. All volunteers must have a current DCSI (Department for Communities and Social Inclusion) screening and background check (as per Department for Education policy).

Staff will:

- Take a list of children participating on the excursion
- Take a mobile phone pre-programmed with the number of the centre and emergency services
- Take First Aid supplies
- Consider the food, drink, shade and toileting requirements of the children while on the excursion

- Prior to the excursion staff will discuss the excursion with the children explaining purpose of the excursion, what the children can expect to see and do, possible hazards i.e. road safety, expectations of children's behaviour when away from the Centre
- Arrange supervision at the Centre for any children not attending the excursion
- Evaluate supervisory practices after excursions.

Preschool staff will follow the procedures outlined in Appendix 1 in regard to taking large groups of children off site.

Parents are requested not to send their child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.

**References:**

Camps and Excursions - Guidelines for Schools and Preschools

Reviewed: September 2018

Review Due: September 2020

Appendix 1

## **PROCEDURES FOR TAKING GROUPS OF PRESCOOL CHILDREN OFF SITE**

- Staff to discuss roles when planning to take children off site
- One person responsible for roll check
- One person (assigned) responsible for check of all areas
- ✓ Roll Call
  - Take note of total number of children. Sign children and staff out (staff sign in/out book).
- ✓ Check all areas including:
  - Quiet room
  - Toilets - disabled and bathroom
  - Store room
  - Outside play area
  - Parenting room

### **NO CHILDREN TO MOVE OFF SITE UNTIL ALL ACCOUNTED FOR**

**RETURN TO SITE** - account for all children taken (either by roll call, match number and/or account for children collected or delivered by parents/others independently of group). Sign children and staff in (staff sign in/out book).