

Excursion procedures

Rationale: Excursions are an integral part of the program at Torrensville Preschool and will be arranged to enrich the experiences of the children. Parental permission will be sought for all excursions, which will be organised to comply with Department for Education (DFE) regulations and instructions.

The purpose of this procedure is to ensure that all excursions and regular outings are planned and conducted in a safe manner and with the consent of parents and caregivers.

This procedure outlines Torrensville Preschool Centre's practices in line with the Department for Education's [Camps and excursions policy \(edi.sa.edu.au\)](#) and the [Education and Care Services National Regulations \(2011 SI 653\)](#) numbers 100-102 with respect to conducting risk assessments and seeking authorisations for excursions, and 168 with regard to supervision of children

Scope: This procedure applies to children, families, staff, volunteers, management and visitors.

Director's responsibilities: The Director is responsible for overseeing the implementation of the following policy and procedures to ensure that the:

- DfE & Torrensville Preschool Centre excursion policies & procedures are adhered to.
- Torrensville Preschool Centre excursion checklist is followed for each excursion.

Volunteer assistance: The staffing ratio of one paid staff member to every 11 children or part thereof will be maintained at all times. However, for excursions the ratio of adults to children must be 1:6 (1:4 for water-based excursions), to ensure adequate supervision. 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. Parents, caregivers or extended family members coming along to excursions are considered to be volunteers and are required to comply with the Department for Education's [Volunteer procedure for schools, preschools and care settings \(edi.sa.edu.au\)](#). The allocation of volunteer places is at the discretion of the Director based on the following priority basis:

- One parent/carer per family.
- Parent/carer who has not participated in excursion previously.
- Volunteers must not take siblings - priority is supervision of Preschool children

Procedures and Actions

1. The excursion planning must reflect consideration towards any reasonably predictable conditions and hazards that could be encountered.
2. Children may not be transported in private vehicles.
3. All excursion costs are to be met in the excursion fee charge unless prior agreement with the Governing Council
4. The excursion must be appropriate for the children attending and provide learning outcomes for each child.
5. Excursions will be publicised to all parents/carers with full 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. Parents to be requested to provide a hat for their child and to apply sunscreen if applicable
6. Excursions require a consent form signed by the parent/s along with a contact phone number for that day.

7. The correct adult: child ratio must be adhered to. Planning for children with specific needs may reflect the need for additional support adults
8. Any changes to excursion plans must include advising all parents/carers.
9. No child is to be taken outside the DfE site without the parent's written authorisation regarding the date, proposed destination, method of transport, and activities to be undertaken.
10. on outings from Torrensville Preschool Centre, the children will at all times be in the charge of a responsible adult staff member.
11. in determining adult: child ratio for each outing, the following will also be considered:
 - The age and abilities of the children;
 - The destination and length of the excursion;
 - The mode of transport;
 - The previous experience of the accompanying adults.
12. When on an excursion, Staff will take and have accessible a first aid kit; a list of all children on the excursion, list of emergency telephone numbers and medical needs.
14. Should a child require medication while on an excursion, the usual service procedures regarding medication will be followed.

Excursion procedures checklist: One staff team member will be delegated responsibility for excursion organisation overall, with consultation with the remainder of the Staff Team. When that Staff Team Member is not available Monday - Friday at the kindergarten, another full-time member will be delegated the task of rostering parent/carer helpers.

Initial Planning – Once an excursion is planned, the initial action must be a Risk Assessment. At a minimum of two weeks prior to excursion date, a note detailing excursion with consent form will be given to parents/carers.

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 1 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. Ensure that medical records are kept.
- 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.

On The Day –

- Ensure that 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 (trained Staff Team member).
- Attendance 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 and/or Teacher.
- Children must wear hats and have sunscreen applied prior to leaving preschool - if necessary

After the Excursion - • Staff Team to review and evaluate excursion.

References:

[Camps and excursions policy \(edi.sa.edu.au\)](http://edi.sa.edu.au)

[Camps and excursions procedure \(edi.sa.edu.au\)](http://edi.sa.edu.au)

[Educator to child ratios | ACECQA](http://www.acecqa.gov.au)

[Employee and volunteer working with children check – information for leaders and managers \(edi.sa.edu.au\)](http://edi.sa.edu.au)

[Volunteer requirements \(edi.sa.edu.au\)](http://edi.sa.edu.au)