



## Excursions & Incursions Policy

At Trott Park Kindergarten we acknowledge the importance of excursions for the emotional, social and cognitive development of children. Excursions and on site activities provided by external visitors are regularly planned for, with the aim of at least one per term.

Excursions and visitors are planned for children's enjoyment and education, with all activities linked to the site's Quality Improvement Plan and curriculum goals. Consideration is also given to ensure activities are inclusive of all children and culturally appropriate.

Visitors and excursions may include nature walks/gardens, health services (eg dentist), emergency services (eg ambulance, police, fire), musicians and bands, performers, entertainers, library and other community groups, etc.

Input is invited and welcomed from families and Governing Council members.

### Education and Care Services National Regulation 2011:

Regulation 168 (2) (g)

Related key regulation: 100,101,102

- [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(Schedule 1 Education and Care Services National Law\)](#)

### Links to the National Quality Standards:

National Quality Standard 2.3

- [Education and Education and Early Childhood Services \(Registration and Standards\) Regulations 2011.](#)

When selecting an excursion, the staff will ensure that it is an educational experience that links with the site's curriculum and the guidelines of the Early Years Learning Framework, while following the safety procedures outlined in the National Quality Framework and the Department for Education '*Camps and Excursions Policy and Procedure*' which is available online at

<https://www.education.sa.gov.au/sites/default/files/camps-and-excursion-policy.pdf>

<https://www.education.sa.gov.au/sites/default/files/camps-and-excursions-procedure.pdf>

### Duty of care

Duty of care is the overall responsibility of the Director or Nominated Supervisor, however under Department policy, all department workers owe a duty to take reasonable care to protect those children and young people in their care and control from a reasonably foreseeable risk of harm.

As part of ensuring this, a risk assessment needs to be completed prior to all excursions. These risk assessments are available to families and include identified risks and an assessment that ensures the excursion may proceed with any risks to the safety, health and wellbeing of any child on the excursion thoroughly addressed. Departmental templates are used in determining the associated risks of all excursions and incursions.

<https://edi.sa.edu.au/library/document-library/templates/early-childhood-services/camps-and-excursion-risk-management-form.docx>

## **Transport:**

### **Public Transport & Private Charter**

The risk assessment should take into account factors including the distance to be travelled, the age and nature of the student group and the ability of the departmental employee (passenger) to manage the safety of students (especially in circumstances where they may be in contact with members of the public). This must be approved by the site leader ahead of minimum supervision ratios being confirmed as adequate. This must be submitted with the approval to conduct a camp or excursion form.

If public transport is to be used, consideration is to be given to distance from station/stops to activity location and safety of movement between locations. Consideration is also to be given to time of day travelling, with the goal to avoid peak travel times.

### **Supervision on buses**

- centre-based services in scope of Schedule 1 of the [Education and Early Childhood Services \(Registration and Standards\) Act 2011](#) (known as the National Law) and [national regulations \(ACECQA\)](#) must comply with educator-to-child ratios and ensure that there is a departmental employee travelling on the bus who holds a current approved first aid qualification including anaphylaxis, asthma and first aid management (HLTAID004 – Provide emergency first aid response in an education and care setting)
- the supervisory team-to-children and young people ratio is adequate
- there is at least 1 site departmental employee (see definition below) who is a passenger on each bus, regardless of who is driving the bus. This person may be employed at any government site. This minimum standard applies whether the means of transport is a chartered bus or public bus, train or tram
- the site has developed a policy for supporting a child or young person's behaviour on buses, which is well known to all supervisors and is acted upon. This is part of our supervision policy.
- While travelling on a bus or public transport the minimum supervision ratio (one site departmental employee who is a passenger on each bus or public transport) applies. As soon as students alight from the bus or public transport, there must be 1 teacher-in-charge and enough adults present to meet the general or prescribed supervision ratio.

### **Private motor vehicles**

The site does not use staff or volunteer personal vehicles for transport. At times, families may be asked to provide transport for their child direct to an excursion. In this instance, families may organise direct with each other to transport children.

## **Short Walks:**

Parents are asked to sign a permission form for short walks on enrolment. During the school year children might leave the kindergarten to participate in planned educational programs that involved short walks of the local area. This may include walking in a 1km radius of the kindergarten through local streets and to parks and local schools. All short walking excursions are planned and supervised by teachers/ Early childhood workers and parents are informed of any event through written notification (email and information at sign in area). Please note that any excursion that is further than the 1km radius, or requires your child to be transported by any means of transport, a separate permission note will be given.

## **General Information:**

**Smoking:** at no time will a staff member, parent or carer smoke whilst on an excursion (this includes when they are out of sight but still participating in the activity)

**Supervision:** a ratio of a 1 adult to each 6 children. The Director or the Nominated Supervisor may delegate the task of supervising children to a parent, but not the responsibility, therefore the Director or Nominated Supervisor needs to be confident that supervising parents are clearly informed about all aspects of the excursion and their roles while away from the centre. Staff expectations of the parents must be realistic. Any volunteer (including parents) who are being asked to provide supervision other than with their

own child is required to have been inducted as a site volunteer and have the appropriate clearances/paperwork

<https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/managing-volunteers/volunteer-policy-and-procedure>

**Hygiene:** Transport and venues must be clean, hygienic and in good repair. Access and toilet facilities suitable for disabled participants if required. Food and fresh water are readily available. Any Covid-19 precautions/requirements should be ascertained prior to excursion

**First Aid:** Prompt first aid must be given when necessary. At least one educator needs to have current First Aid (HLTAID012). A First Aid kit must be available, including epi-pen and asthma medication. As part of the risk assessment, any specific medical conditions/medication requirements for each child must be noted. Plans and medication are to be taken on excursion. Leader must keep a record of accidents/injuries and first aid measures taken. Leader will carry a mobile phone and a list of emergency contacts.

**Sun Protection:** See Sun Protection Policy.

**Shelter:** Ensure that adequate shelter is available.

**Authorisation:** For any activities outside the site grounds or beyond operating hours (including routine outings) the following is required:

Written or digital consent of parents or adult students has been obtained prior to the activity taking place using the [ED170 parental consent form \(DOC, 101.5 KB\)](#) (the content of this form must not be altered, to make sure the department meets its legislative obligations. No information should be removed from the form but sites can, if they deem necessary, add space for additional information or attach additional information for parent's consideration).

- the consent form has been provided by a parent
- a copy of this procedure is available to parents when seeking their consent
- where a new risk assessment is required for a routine outing (for example due to a change in circumstances), a new consent form must be completed and provided by a parent
- the parent agrees to the behaviour management requirements and expectations applicable to the child or young person participants (see [standards of conduct](#) in this procedure)
- if obtaining electronic consent from a parent, verify the email address in the received email is the same as that supplied by them as their nominated and authorised means of communication
- the consent form provided given by a parent states prescribed information including:
  - the child or young person's name
  - the reason the child or young person is to be taken outside of the premises or beyond operating hours
  - the date the child or young person is to be taken on the camp or excursion
  - a description of the proposed destination for the camp or excursion
  - the method, means and specific requirements for seatbelts or appropriate safety restraints of transport to be used and route to be taken for the camp or excursion
  - the proposed activities to be undertaken by the child or young person during the camp or excursion
  - the period the child or young person will be away from the premises for example estimated departure and return times
  - the anticipated number of children or young people likely to be attending the camp or excursion
  - the anticipated ratio of educators to children or young people attending the camp or excursion
  - the anticipated number of site departmental employees and any other adults who will accompany and supervise the children or young people on the camp or excursion
  - any specific medical or management plans for the child or young person while attending the camp or excursion, in addition to those already in the child's site file
  - that the [sports, adventure, camps and excursions risk management plan \(DOCX, 2.1 MB\)](#) has been prepared and is available at the site.
- In addition there should be awareness of: any parenting or court orders or access arrangement information pertaining to a child or young person. If an intervention order (IO) is in force, the



organiser must notify other persons involved with the supervision of the child or young person of relevant IO conditions.

- Contain the following within the activity information sheet:
  - educational purpose of the activity
  - location and itinerary
  - activity schedule
  - supervision arrangements, including the ratio of children to educators and additional adult supervisors
  - relevant safety precautions
  - facilities available
  - contingency plans, including alternative programs
  - specialised clothing or equipment that will be required
  - cost of the activity and details of any financial assistance available
  - site based contact person and telephone number
  - site contact details
  - programs planned for children and young people unable to attend.

**Failure to receive consent-** Same day verbal consent by phone ***is not*** allowable. Consents ***must*** be signed.

**Counting children and adults:** The procedure should be as follows:

- On leaving the centre
- On arrival at the destination
- On leaving the destination
- On returning to the centre.

**All parents and caregivers leaving the excursion should inform the director or teacher.**

### **Staff Preparation Procedure once Excursion has been decided and booked:**

Once an excursion has been decided upon and venue etc booked, the following forms must be completed (see following pages)

Excursion Checklist

Excursion Risk Management Plan

Consent Form for Camp/Excursion

Information Sheet for Parents

All these forms must be completed before the event, and taken on the excursion. After the excursion, these must be archived (please refer to the records keeping policy).

### **Emergency Contingency Planning**

The Director or Nominated Supervisor must ensure that plans include specific strategies to cope with minor and major injury, illness or other crises. All participants must have knowledge of these emergency procedures which is consistent with their role. Plans will vary in detail, according to the complexity of the crisis, the location and the mix of supervisory team members and children and young people.

Emergency management planning for each camp or excursion must be detailed in the [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#). This must address specific emergency management for children with a known health condition.

In case of an emergency such as the failure of the group to arrive at any scheduled destination, or make a scheduled communication, the contact person must follow the 'call-in procedure' detailed in the [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#):

- attempt to contact the teacher-in-charge and any alternate camp or excursion contact
- if contact is still not established, contact the following:
  - site leader
  - local SAPOL station
  - Education Director
- keep the appropriate phone close by, with periodic attempts to contact the teacher-in-charge, until contact has been re-established.
- relay information to all involved personnel and emergency services as appropriate.

### **Related legislation**

[Education and Children's Services Act 2019](#)

[Education and Children's Services Regulations 2020](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(Schedule 1 Education and Care Services National Law\)](#)

[Education and Early Childhood Services \(Registration and Standards\)](#)

[Education and Care Services National Regulations 2011](#)

[Disability Discrimination Act 1992](#)

[Disability Standards for Education 2005](#)

[Children and Young People \(Safety\) Act 2017](#)

[Child Safety \(Prohibited Persons\) Act 2016](#)

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

### **Related policies**

[Admission procedure](#)

[Alcohol, tobacco and other drugs incident management procedure](#)

[Bushfire preparation procedure \(PDF 282.1KB\)](#)

[Bushfire response procedure \(PDF 1.4MB\)](#)

[Camps and excursions procedure](#)

[Children and students with disability policy](#)

[Duty of care to children and young people policy](#)

[First aid and infection control standard](#)

[Gender diverse and intersex children and young people support procedure \(PDF 249.0KB\)](#)

[Information and records management policy](#)

[Information Sharing Guidelines for Promoting Safety and Wellbeing \(PDF 1.5MB\)](#)

[Insurance and claims management in relation to children, students or visitors on departmental premises or participating in departmental activities procedure](#)

[Managing allegations of sexual misconduct in SA education and care settings guideline \(PDF 715KB\)](#)

[Mandatory notification procedure \(PDF 308.3KB\)](#)

[Overseas travel policy](#)

[Overseas travel – student excursions procedure](#)

[Protective practices for staff in their interactions with children and young people – guidelines for staff working or volunteering in education and care settings \(PDF 651KB\)](#)

[Reporting critical incidents, injuries, hazards and near misses procedure \(PDF 373.7KB\)](#)

[Safeguarding children and young people policy](#)

[Safety management procedure](#)

[School and preschool enrolment policy](#)

[School transport policy](#)

[Screening and suitability – child safety policy \(PDF 280.0KB\)](#)

[Smoke-free policy](#)


[Sporting and adventure activities standard](#)

[Volunteer policy](#)

[Volunteer procedure for schools, preschools and care settings](#)

[Working in isolation procedure](#)

This Policy has been developed in conjunction with the Trott Park Governing Council

Signed  (Governing Council Chairperson)

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