



Waikerie Children's Centre
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EXCURSIONS Policy & Procedure

Rationale

An excursion is a planned activity in which children are taken from the Centre by an authorised supervisor for recreational and educational purposes. Excursions provide the opportunity to expand a child's experience, explore different environments and learn new activities. Children on excursions have a right to proper supervision and care for the full duration of the excursion. Authorisation to include children in short, local walks under staff supervision is included in the enrolment form and is renewed annual using the DFE proforma. Any excursion further from the Centre or involving transportation, will be planned in advance following a risk assessment, and a separate consent form will be sent home for parents/caregivers signature. Qualified staff and correct ratios will be present on all excursions and appropriate safety precautions are to be followed. Volunteers may be used for additional supervision.

Planning

An excursion must be planned and carried out, as to:-

- ensure that the National Quality Standards 2011 are met (refer to regulations 100-103).
- maximise children's developmental experiences and their safety.
- reflect the age, capability and interest of the children.
- be supervised according to staff/child ratios for excursions.
- have fully informed parental permission.
- Meet compliance with the DFE risk assessment
- Ensure that staff will specialised skills are present on the excursion (bilingual, life saving skills etc)
- Regular excursions need to be re-authorised by parents every 12 months using DFE ED170 CONSENT FORM FOR CAMP/EXCURSION.

Supervision

The supervision of children must be adequate to ensure the safety and well being of all the children, taking into account all risks and hazards likely to be encountered.

While walking staff members must be positioned so that one staff leads the whole group and another follows at the rear of the group.

Transport may be by bus or private vehicle, with appropriate seating restraints in place. One staff member will follow in a car as a backup vehicle.

Excursions need to consider any water hazards and any risks associated with water-based activities.

Parent Helpers will be supervised with educators at all time. Regular helpers will be required to hold an approved DCSI volunteer clearance.

Procedure

1. WRITTEN permission must be given by parents in order that any child can participate in an excursion, except where a parent has signed agreement on the enrolment form giving permission for routine excursions within the immediate locality. Supervision will be according to requirements and regulations.
2. Parents must be given at least 24 hours notice for any excursions. The following information should be included:-
 - Date of the excursion
 - Purpose of the outing
 - Itinerary and timetable i.e. destination, times of departure and return to centre
 - Contingency plan i.e. wet weather
 - Clothing/hats etc required for outings
 - Contact telephone numbers if applicable
 - Authorised supervisor will be provided with a mobile phone or use their own
 - Mode of transport
 - Activities to be carried out during excursion
 - Number of adults and their names accompanying and supervising the children
 - Numbers of children involved in excursion
 - All staff members accompanying the children have a current First Aid Certificate qualification.
3. A list of children participating on the excursion must be taken on the excursion by the educator and left at the centre with administration staff.
4. First aid supplies and children's individual medication is taken on every excursion.
5. Consideration will be given, by the educator, for the food, drink, shade and toileting requirements of the children while on the excursion.
6. 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.
7. Staff will evaluate supervisory practices after excursions to identify issues and improvement. All associated forms will be filed as per the DFE record keeping procedures.

Children Not Attending Excursions

Supervision will be provided at the Centre for any children not attending the excursion.

Checklist for Emergency Walking Bag:

First Aid kit	Child List	Emergency contacts for all attending
Medical plan & items	Adult list	Hats, tissues,
Spare Clothes	Water	Sunscreen
Plastic Bag	Gloves	Mobile Phone

Excursion Day:

Ensure weather conditions are appropriate for excursion.

Review Risk Assessment

Nominate educator in charge.

Ensure attendance records are correct and copied.

SOURCED FROM:

Early Years Learning Framework

National Quality Standards

DFE Policies

Updated August 2020

Review due August 2022