



Vale Park Preschool

Excursions Policy and Procedures

Policy Statement

Excursions are an integral part of the program at Vale Park Preschool and will be arranged to enrich the learning experiences of the children. A risk assessment will be undertaken prior to and when planning the excursion and parent permission will be sought. All excursions will be organised and comply with the Department of Education and Children's Development Camps and Excursions Policy and National Quality Standards Requirements.

Procedures and Actions

- A risk assessment will be conducted using the National Quality Standards Risk Management Plan and in accordance with regulation 101 before an authorisation is sought under regulation 102.
- A risk assessment is not required under regulation 100 for ongoing excursions if:
 - ~ the excursion is a regular outing; and
 - ~ a risk assessment has been conducted for the excursion.
- A risk assessment for an excursion must:
 - ~ identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
 - ~ specify how the identified risks will be managed and minimised.
- The excursion must be appropriate for the children attending and provide learning outcomes for each child.
- Families will be informed before the excursion about the destination, travel arrangements, times of departure and return, snack and lunch arrangements, staffing and volunteers, child/adult ratios and any instructions or special items children are required to bring.
- On excursions there will be a ratio of one staff member to every eleven children or part thereof. There will be a maximum of five children to one adult at all times.
- In determining the child/adult ratio for each outing, the following will also be considered:
 - ~ age and abilities of the children;
 - ~ the destination and length of the excursion; and
 - ~ mode of transport.
- Excursions require a consent form signed by the parents. A child will not be taken on an excursion unless written authorisation has been provided. This authorisation must state:
 - ~ child's name;
 - ~ reason the child is to be taken outside the premises;
 - ~ date;
 - ~ description of the excursion;
 - ~ method of transport;
 - ~ proposed activity to be undertaken by the child during the excursion;
 - ~ period the child will be away from the premises;
 - ~ anticipated number of children likely to be attending the excursion;
 - ~ anticipated ratio of educators attending the excursion to the anticipated number of children attending;
 - ~ anticipated number of staff members and other adults who will accompany and supervise the children;
 - ~ a risk assessment has been prepared and is available at the service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.
- Family participation is essential to maintain a high adult/child ratio. Preference is given to families who have a Criminal History Check and Child Protection Training to ensure the safety and wellbeing of all children.

- Children may be taken on walking excursions to the school when parents have signed the authority contained in the Enrolment Package.
- Planning for children with additional needs may reflect the need for additional adult help.
- All excursions must be paid for before the excursion.

During the Excursion

- When on an excursion, educators will take and have accessible a first aid kit, a list of all children on the excursion, list of emergency telephone numbers and a mobile phone.
- Should a child require medication while on the excursion, the usual service procedures regarding medication will be followed.
- Roll calls are mandatory - on arrival at preschool, prior to leaving the 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.

After the Excursion

The staff team will review and evaluate the excursion.

This policy will be shared with all new staff and families, and is available on the website and in the preschool policies folder.

This policy has been developed in consultation with the Governing Council, staff and families of the centre.

This policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

The Governing Council endorsed this policy on:

Date: October2015

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Chairperson

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Director