



Oakbank Kindergarten Excursion Policy

Local Excursions

- Prior to excursion seek parental permission using form ED 170
- Educators to plan using a risk assessment form
- staff to carry family contact details, mobile phone and copy of attendance sheet
- ensure health requirements met and contingency plans clear
- Approximately 15-22 children/ 2-3 adults.
- All staff will accompany children on walks around Oakbank with an educator at the front and back of the group.
- Children will hold hands and walk in pairs / a rope maybe used.
- Crossing roads, one staff member will ascertain road is clear and stand in the middle of the road as children cross.
- Inclement Weather-too hot (35 degrees Celsius +) or too wet, excursion will be cancelled.
- All staff and children will wear protective clothing as appropriate to weather conditions

Short walk with small group in and around Oakbank

- Other staff members to be aware who is leaving the site, when and how long
- Permission has been granted through cover sheet included in enrolment package
- No more than 4 children to 1 staff
- Children will hold hands, with staff member in middle of group, when able.
- Children and staff to be dressed appropriately as determined by the weather
- Staff member to take a working mobile phone

Bus Excursions

- The ratio of adults, including staff and parents, to children will be 1:4. Designated adult to specific children
- One staff member will take a first aid kit, tissues, toilet paper, drinking water and change of clothes.
- All children will be educated to remain seated whilst the bus is travelling (adults to enforce this).
- Toileting- children will have time to visit the toilet before leaving Kindy and throughout the day.
- Staff member will take a roll call before leaving Kindy and when returning to the bus. A mobile phone will be carried at all times.
- Staff will ensure that any child requiring extra supervision is shared between groups throughout the day.
- Any child who is attending Kindy on a 1:1 adult/child support will only travel on the excursion with their support teacher or parent/carer.
- If required, all children will be responsible for carrying their own food and drink in a suitable bag/backpack.
- All adults, staff and children will wear hats.
- Inclement weather- according to the excursion planned, staff will be responsible for cancelling the excursion if the weather is too hot or too wet.
- Staff to seek parental permission via ED 170 form and Information Sheet about the planned excursion for the parents
- Following Risk Assessment preceding excursions all family contact details carried by staff in case of an Emergency or Incident

created:- Sept. '13	issue:- 2
reviewed:- Apr. '17	next review:- Apr. '19