



## Excursion Policy

### BACKGROUND INFORMATION

Excursions can greatly enhance learning, offering new, varied, challenging and practical experiences. In many instances these can become significant and meaningful educational experiences for children. All teachers should therefore seek to schedule such experiences in their educational programs. Of course, learning **must** occur in a safe environment, which can best be achieved by thought and preparation based on sound planning through educator discussion and risk assessments. Copies of Risk Assessment Plans are available for parents from educators upon request. Consents for local walks are obtained on enrolment. Parents will be invited to help on excursions, however we are unfortunately unable to include younger siblings due to safety and supervision issues and they will have the opportunity to participate once they start full time kindergarten. Please remember, if you are a parent volunteer, you will be asked to help and supervise a small number of children.

### Local Excursions

Prior to excursion seek parental permission using form ED 170

Educators to plan using a risk assessment form

Educators to bring in emergency kit, family contact details, mobile phone and a copy of the attendance sheet

Ensure health requirements are met and care plans and medication packed as required

Approximately 15 children to 3 adults depending on risk assessment

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

Crossing roads, one staff member will ascertain road is clear and stand in the middle of the road as children cross if required

Inclement Weather-excursions will be cancelled

Educators and children will wear protective clothing as appropriate to weather conditions

### Short walk with small group in and around Oakbank

Other educators to be aware who is leaving the site, when and for how long

Permission has been granted through cover sheet included in enrolment package

No more than 4 children to 1 educator

Children will hold hands, with educator in the middle of group, when able

Children and educators to be dressed appropriately as determined by the weather

Educators to take a mobile phone

Policy endorsed September 2013      Next Review: August 2021

Reviewed April 2017

Reviewed August 14<sup>th</sup> 2019

## Bus Excursions

The ratio of adults, including staff and parents, to children will be determined by the level of risk but should not be more than 1:5. Children may be divided into small groups and allocated an adult

The emergency kit will be taken and includes a first aid kit, tissues, drinking water, family contact details, mobile phone and a copy of attendance sheet, hand sanitiser and changes of clothes

Children will wear high viz vests

Safety rules will be discussed with the children prior to leaving

Children that may have difficulty following directions will be supported by an educator

A head count will be done before leaving and then continuously through the day

Children who require 1:1 will be accompanied by their support ECW

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 as required by our Sunsmart policy

Inclement weather- according to the excursion planned, the excursion co-ordinator will be responsible for cancelling the excursion if the weather is too hot or too wet

The excursion co-ordinator will seek parental permission via the ED 170 form and an Information Sheet about the planned excursion will be provided

## **REFERENCES**

DECD Camps and Excursions Guidelines 2007

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