



## Excursion Policy

### Rationale

Excursions can greatly enhance the progress of children's learning and development by offering new, varied, challenging and practical experiences across the curriculum. In many instances these can become some of a child's most significant and meaningful educational experiences. The Pines Preschool will include excursions and incursions in their program where such experiences will promote positive learning outcomes and can occur in a safe and inclusive environment.

Educators acknowledge that excursions and incursions can be costly and will try to make these experiences as affordable as possible.

### National Quality Standards

#### Quality Area 1: Educational program and practice

At our preschool:

- The educational program enhances each child's learning and development

#### Quality Area 6: Collaborative partnerships with families and communities

At our preschool:

- Collaborative partnerships enhance children's inclusion, learning and wellbeing

### Aims

- To ensure that all learning occurs in a safe and secure environment, even when off-site. The safety and wellbeing of children and educators is paramount.
- To ensure sound planning and preparation occurs before excursions take place, including the development of a written risk management plan.
- To ensure that families are adequately informed about the excursion and their written authorisation is received before the excursion.
- To comply with regulation 100 and 101 of the Education and Care Services National Regulations, 2018 (risk assessment and management plans).
- To comply with elements 2.3.1 (supervision) and 2.3.2 (precautions to protect children from harm/hazards) of the National Quality Standards, 2018.
- To be used in conjunction with the SA DECD, Camps and Excursions Guidelines for schools and preschools, 2007.

### Educators Responsibilities

- Before any excursion educators will complete a written risk management plan that identifies risks and how they will be managed. It will consider the following:
  - Destination, duration and proposed route
  - Water hazards and associated risks with water activities
  - Transport
  - Adult to child ratios appropriate for the nature of the excursion
  - Proposed activities and the educational value and cost of such activities.
  - Items that need to be taken on the excursion

- The Pines Preschool will provide families with relevant information about the excursion and gain their written authorisation before the child participates. The permission note will include:
  - the child's name
  - Date, time, duration and destination of the excursion
  - Proposed activities and reason for the excursion
  - Method of transport being used
  - Number of children on the excursion and anticipated staff and adult to child ratios
  - Acknowledge that a risk assessment has been developed and is available to families.
- Items to be taken on the excursion include:
  - List of children attending the excursion
  - Emergency contact and medical information for each child
  - First aid kit and individual medications
  - List of adults on the excursion
  - Emergency contact and medical information for each adult
  - Mobile phone
- If the excursion is a regular outing, permission is required once in a 12 month period.
- While on the excursion strict educator to child ratios will be observed to ensure quality care and adequate supervision. Ratios above the requirements will be in proportion to the assessed risks of the excursion.
- Before the excursion, all parent volunteers will be briefed by the director and required to sign a Parent Volunteer declaration.
- Educators will supervise all parent volunteers on the excursion and will not leave children in the sole supervision of a parent volunteer.

**References:**

- Education and Care Services National Regulations, 2018
- National Quality Standards, 2018
- 'Camps and excursions guidelines for schools and preschools', DECD, 2007, <https://www.education.sa.gov.au/department/policies>

**Policy review**

Quality area 7: Leadership and service management

**Revision Record**

Version	Approved by	Approved date	Amendments

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**Approved at Governing Council on (Date):** \_\_\_\_\_

**Approved by Principal:** Cherie Collings \_\_\_\_\_

**Approved by Governing Council Chairperson:** \_\_\_\_\_

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