



# Adelaide Miethke Preschool

## Excursion policy and procedures

### **Policy Statement**

Excursions are an integral part of the program at Adelaide Miethke Preschool and will be arranged to enrich the experiences of the children. Parental permission will be sought for all excursions, which will be organised and comply with Department for Education (DfE) Camps and Excursions policy and procedures.

### **Responsibilities**

The Director is responsible for overseeing the implementation of the following policy and procedures to ensure that the Department for Education and site policies and procedures are followed.

This policy should be read in conjunction with the DfE Camps and Excursions policy and procedures available at <https://edi.sa.edu.au/library/document-library/controlled-policies/camps-and-excursions-policy>

### **Procedures & Actions**

When planning for excursions educators will consider the needs of each cohort of children and plan accordingly. Excursions will be appropriate for the cohort and provide learning outcomes for each child. Educators will take into account and plan for all reasonably predictable conditions and hazards that could be encountered.

### **Educators will -**

- Complete a Risk Assessment on the approved DfE form.
- Plan for children with special rights and ensure adequate staffing is in place.
- Inform and induct all staff into the plans for the day.
- Inform all parents/carers of the destination, travel arrangements, times of departure and return, snack and lunch arrangements; staffing and volunteers and any instructions or special items children are required to bring.
- Advise parents/caregivers of any changes to excursion plans prior to departure.
- Ensure NO child is taken off-site without the parent/caregivers written permission.
- Ensure Sun Safety guidelines and procedures are followed accordingly.
- Ensure adequate supervision of all children on excursions and at all times ensure correct adult: child ratios are maintained. In determining the adult:child ratio, the following will be considered:
  - the age and abilities of the children;
  - the destination and length of the excursion;
  - the mode of transport
- Ensure that children are in the charge of a staff member at all times. Parent/caregivers may assist but staff supervision will be maintained.
- First aid and Ashma kits will be taken on all excursions. Ensure all staff know where to locate the nearest first aid and asthma emergency kit. Should a child require medication while on an excursion, the usual service procedures regarding medication will be followed.
- Children who require personal first aid equipment, such as an asthma inhaler or EpiPen, will be taken on the excursion. An Educator will be assigned the responsibility of carrying the personalized first aid kit and will be instructed to remain in close proximity to the child at all times.
- Ensure that staff have a list of all children on the excursion as well as a printed list of emergency contact details for each child.

### **Parents/Caregivers must -**

- Complete, sign and return the consent form giving permission for their child to attend.
- Provide the child's hat, water bottle, food as required and appropriate clothing as outlined in the excursion notice.
- Provide medication if required.

### Accompanying Parents/Caregivers/Volunteers will -

- Be requested to wear hats when on excursions if the UV rating is 3 or greater.
- Under staff guidance, be requested to accompany a small group of children including their own child.
- Follow the instructions of staff at all times.
- Whilst not compulsory, parents are encouraged to provide a Working with Children Check. The WWCC is free for volunteers. Applications can be made via <https://screening.sa.gov.au/home>  
Parents with a current WWCC will be prioritised to attend excursions.

### **Excursion Procedures Checklist**

#### Initial Planning

1. Excursion planned, booked and confirmed in writing.
2. Transport planned. Booking made and confirmed if traveling by private bus.
3. Risk Assessment completed.
4. Families informed of date and destination of excursion via newsletter or email.
5. Department for Education Consent Form sent home a minimum of two weeks prior to excursion.

#### 7 -1 Day Prior to Excursion

1. Names of parent/caregivers attending excursion gathered.
2. Educators plan small groups for educator/parent supervision.
3. All staff briefed about excursion plans and procedures including strategies for inclement weather and managing potential challenges or hazards.
4. First Aid kit prepared/checked. Where children are not staying together multiple kits may be required.
5. Planning for individual children with special rights &/or health/medical needs undertaken.
6. Ensure that all consent forms have been signed and returned.

#### On The Day

1. Educators to ensure details of all children attending the excursion, health care plans and emergency contacts are packed.
2. Educators to ensure all required medication, first aid kits, risk assessment and multiple changes of clothes are packed.
3. Water bottles, snacks and lunch (if needed) to be packed and placed on bus.
4. Prior to leaving centre each child will be provided with a high-visibility vest to wear for the duration of the excursion.
5. Parents/caregivers informed who they will be supervising on the excursion and gather with these children prior to leaving the centre.
6. Children, educators and parents/caregivers will follow Sun Safety Guidelines when the UV rating is 3 or greater. Sunscreen to be applied upon arrival at centre. Hats to be worn when leaving centre.
7. Educators will ensure that attendance records are accurate prior to leaving the centre.
8. Roll calls and/or head counts are to be conducted regularly throughout the excursion. This will include but is not limited to - prior to leaving the centre, on the bus, upon disembarking the bus, prior to departing excursion site and upon disembarking the bus.

#### After the Excursion

1. Educators review and evaluate excursion.
2. Documentation (including risk assessment, permission slips, list of adults attending) to be filed.

Approved – Governing Council

Updated: October, 2024

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