



RIVERVIEW PRESCHOOL

EXCURSION/ INCURSON POLICY AND PROCEDURES

Policy Statement

Excursions are an integral part of the program at Riverview Pre School 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 regulations and instructions.

Responsibilities

The Director is responsible for overseeing the implementation of the following policy and procedures to ensure that:

- * D.F.E & Riverview Pre School Excursion Policies & Procedures are adhered to.
- * Riverview Pre School Excursion Checklist is followed for each excursion.
- * Volunteers must be over the age of 18 years.

Procedures & Actions

1. The excursion/Incurson planning must reflect consideration towards any reasonably predictable conditions and hazards that could be encountered.
2. Excursion Risk Assessment completed on approved form
3. The excursion/Incurson must be appropriate for the children attending and provide learning outcomes for each child.
4. Excursions will be publicised to all parents/carers with full details of 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. Parents to be requested to provide a hat for their child and to apply sunscreen if excursion is in Term 1 or Term 4.
5. Excursions require a consent form signed by the parent/s.
6. Planning for children with special needs may reflect the need for additional support adults.
7. Any changes to excursion plans must include advising all parents/carers.
8. No child is to be taken outside the D.F.E site without the parent's written authorisation.
9. Children may be taken on walking excursion within the community when parents have signed an authority slip (part of enrolment form)
10. On excursions there will be a maximum of five children to one adult at all times. An adult may be a staff person or a volunteer. The staffing ratio of one paid staff member to every 11 children or part thereof will be maintained on all excursions.
11. On outings, the children will, at all times be in the charge of a responsible adult staff member.
12. In determining adult: child ratio for each outing, the following will also be considered:
 - A) the age and abilities of the children;
 - B) the destination and length of the excursion;
 - C) the mode of transport
13. When on an excursion, Staff will take and have accessible a first aid kit; epi-pens if required, and asthma emergency kit, a list of all children on the excursion, list of emergency telephone numbers.
14. Should a child require medication while on an excursion, the usual service procedures regarding medication will be followed.



Excursion Procedures Checklist

One staff team member will be delegated responsibility for excursion organisation overall, with consultation with the remainder of the Staff Team. When that Staff Team Member is not available Monday - Friday at the kindergarten, another full-time member will be delegated the task of rostering parent/carer helpers.

Initial Planning

1. Once an excursion is planned, the initial action must be a Risk Assessment (see appropriate form).
2. Bookings include all aspects, for example the excursion destination and transport.
3. Bookings will be confirmed in writing or by telephone/verbal bookings.
4. Parents/carers will be informed by flyer and consent forms of date, destination, and cost of the excursion. This information will also be on our FACEBOOK page and a reminder SMS will be sent.
5. Minimum of 1 week prior to excursion date, a note detailing excursion and with tear off consent form will be given to parents/carers.

7 -1 Day Prior to Excursion

1. All staff must be briefed with a contingency plan for each excursion. The plan must include action strategies, effective communication techniques and awareness of dangers relating to particular excursion areas. This includes weather precautions i.e. protection from the sun, undercover area for protection from rain and cold.
2. First Aid Kit must be prepared/checked before and after each excursion. A First Aid Kit must be taken on all excursions out of the preschool. A First Aid Kit must be provided for each group if whole group does not remain together. Kindy mobile phone will also be taken.
3. Planning for children with special medication needs will be undertaken.
4. Ensure that all consent forms have been signed and returned.
5. Children must be allocated to an adult, considering the individual child needs and the group dynamics of the clusters of children.

On The Day

1. Ensure that current medical information, emergency numbers and sign in sheets are available on an excursion.
2. Medication and medical records/plans for children with special medication needs must be held with the child.
3. Ensure that attendance records are accurate.
4. Roll calls are mandatory - on arrival at preschool, prior to leaving site and prior to departing excursion site
5. Head counts at regular intervals may also be necessary, at the discretion of the Nominated Supervisor.
6. Children must wear hats, and appropriate clothing and have sunscreen applied prior to leaving preschool if appropriate.

After the Excursion

1. Staff Team to review and evaluate excursion.
2. All Documentation (including permission slips & list of adults attending) to be filed.