



EXCURSION/ INCURSION POLICY AND PROCEDURES

Policy Statement

Excursions are an integral part of the program at Riverview 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 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 Preschool Excursion Policies & Procedures are adhered to.
- * Riverview Preschool Excursion Checklist is followed for each excursion.
- * Volunteers must be over the age of 18 years.

Excursion Procedures Checklist

One staff team member will be delegated responsibility for excursion/incursion 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/incursion is planned, the initial action must be a Risk Assessment (see appropriate form).
2. A booking is made which includes all aspects of the planned experience (e.g. destination, transport, food, etc.) Bookings will be confirmed in writing or by telephone/verbal confirmation.
3. Parents/carers will be informed by a note with a consent form which details the date, destination, and cost of the excursion/incursion.
4. Any parent volunteers will need to complete and provide documentation of relevant child protection screenings.
5. A reminder email and SMS will be sent to families.
6. Minimum of 1 week prior to the excursion/incursion date, all consent forms and payment must be collected from families.

7 -1 Day prior to Excursion

1. All staff and volunteers must be briefed with a contingency plan for each excursion/incursion. The plan must include action strategies, effective communication techniques and awareness of dangers relating to each excursion/incursion. This includes weather precautions i.e. protection from the sun, undercover area for protection from rain and cold.
2. A 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 the whole group does not remain together. The Kindy mobile phone will also be taken, and all staff will have their personal mobile on them in case of emergency.
3. Planning for children with additional needs including medication and/or other support will need to 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, the group dynamics and ensuring the correct ratio of adult to child to maintain adequate supervision.

On the Day

1. Ensure that current medical information, emergency contact numbers and sign in sheets are available on the excursion.
2. Medication and medical records/plans for children with additional medication needs must be kept with the adult assigned to the child.
3. Ensure that attendance records are accurate through roll calls and head counts.
4. Roll calls are mandatory – on arrival at preschool, prior to leaving preschool and prior to departing excursion site.
5. Head counts at regular intervals may also be necessary, at the discretion of the Nominated Supervisor and after disembarking the bus at both the excursion site and preschool.
6. The staff member at the back of the bus will be the last to get off to ensure no children or belongings are left behind.
7. Educators will supervise all parent volunteers on the excursion and will not leave children in the sole supervision of a parent volunteer.
8. Children must wear hats, and appropriate clothing and have sunscreen applied prior to leaving preschool if appropriate.
9. If the excursion is a regular outing, permission is required once in a 12 month period (during the enrolment process).
10. If a child is missing all children will be gathered for educators to maintain supervision whilst the nominated supervisor enlists the help of staff at the excursion location to search for the child. The child's emergency contact will be informed by an educator as soon as possible and when the child is found. Staff to call emergency services if necessary.

After the Excursion

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

Last Review: April 2021. Approved by
Governing Council Chairperson; Carol Gower.

Next Review April 2023: