POLICY STATEMENT:
Excurions are an integral part of the program at Seacliff Community Kindergarten and will be arranged to enrich the experiences of the children. Parental permission will be sought for all excursions, excluding short walks in the local area that parents have already provided consent for on their child’s enrolment form.
Excurions will be organised to comply with Department of Education and Children's Services regulations and instructions.

DIRECTOR RESPONSIBILITIES:
The Director is responsible for overseeing the implementation of the following policy and procedures to ensure that
- DECD & Seacliff Community Kindergarten Excursion Policies & Procedures are adhered to.
- the Seacliff Community Kindergarten Excursion Checklist is followed for each excursion.

VOLUNTEER ASSISTANCE:
The staffing ratio for excursions will be maintained at 1:11 at all times. To ensure adequate supervision to allow for the risks of excursions volunteers will be encouraged to attend to improve the ratio of adults to children. Staff will undertake a risk assessment to determine the best ratio within the national staff child ratio’s. At times a 1:1 may be required for some children with additional needs.
Volunteers must be over the age of 18 years.
The allocation of volunteer places is at the discretion of the Director based on the following priority basis:
- parent/carer of child in final term of kindy will have priority.
- parent/carer of child with additional needs.
- one parent/carer per family.
- Parent/carer who has not participated in excursion previously.

PROCEDURES & ACTIONS:
1. The excursion planning must reflect consideration towards any reasonably predictable conditions and hazards that could be encountered.
2. Children may not be transported in private vehicles.
3. All excursion costs are to be met in the excursion fee charge included in each child's kindergarten fees unless prior agreement with the Management Committee.
4. The excursion must be appropriate for the children attending and provide learning outcomes for each child.
5. 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.
6. Excursions require a consent form signed by the parent/s.
7. The correct adult:child ratio must be adhered to. Planning for children with special needs may reflect the need for additional support adults.
8. Any changes to excursion plans must include advising all parents/carers.
9. No child is to be taken on the excursion without the parent’s written authorisation regarding the date, proposed destination, method of transport, and activities to be undertaken.
10. Children may be taken on walking excursion within the community when parents have signed the authority contained in the Enrolment Package.
11. 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.
12. On outings from Seacliff Community Kindergarten, the children will at all times be in the charge of a responsible adult staff member.
13. In determining adult:child ratio for each outing, the following will also be considered:
- the age and abilities of the children;
• the destination and length of the excursion;
• the mode of transport;
• the previous experience of the accompanying adults.

14. **On The Day** – When on an excursion, Staff will take and have accessible a first aid kit; a list of all children on the excursion, list of emergency telephone numbers.

15. Should a child require medication while on an excursion, the usual service procedures regarding medication will be followed.

**EXCURSION PROCEDURES CHECKLIST:**

<table>
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<th>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 - Thursday at the kindergarten, another member will be delegated the task of rostering parent/carer helpers.</th>
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**Initial Planning** –

- Excursion is planned with the learning needs and wellbeing of the children as paramount.
- Excursion cost budgeted for and included in the fees structure.
- Risk Assessment (see appropriate form) undertaken
- Bookings including transport confirmed
- Notification given to parents of children involved at least one week prior to the excursion. This will generally be in writing.
- Marino Child Care Centre notified of the excursion and negotiation taken place regarding any alteration to drop off and collection of children.
- Excursion details and consent form provided to parents/carers of children eligible to attend.

**At least one day Prior to Excursion** -

- Volunteers, Excursion destination sites and transport groups notified of the timetable and given specific instructions.
- All staff 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.
- First Aid Kit prepared/checked. 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.
- Children with special medication needs planned for.
- Consent Forms signed and returned.
- Children allocated to an adult, considering the individual child needs and the group dynamics of the clusters of children.
- District Office notified that no one will be in attendance to the preschool.

**On the day of the excursion**

- All children are provided with a kindergarten badge with contact phone number in case of an emergency.
- Current enrolment records, medical information, emergency numbers and attendance details are available on an excursion.
- Attendance records checked off (Staff Team member).
- Roll called on arrival at preschool, prior to leaving site and prior to each boarding of transport. Regular head counts at regular intervals may also be necessary, at the discretion of the Director and/or Teacher.
- Ensure that the kindergartens Sun Safe policy is adhered to.

**After the Excursion** -

- Staff Team to review and evaluate excursion.
### Roles and Responsibilities

**Director**
Ensuring implementation of this policy.
Inform parents / guardians of the requirements of these procedures.

**Staff**
Follow all reasonable instructions in relation to this policy.
Inform parents / guardians of the requirements of this procedure.

**Parents**
Will ensure that they adhere to the requirements of the policy and procedures.

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