

Excursions

Implementation Details and Explanatory Notes

The Excursions Policy includes a sample Permission Form for an Excursion as Appendix 1, which can be used for excursions conducted by the service.

1. Actions Required

The *Policy Development Checklist* (page 4) contained in this KPV Model Policy Kit sets out a summary of actions needed to adopt and implement each policy.

2. Implementation Details

The actions required to implement this policy are:

- All parents/guardians of children enrolled at the service to have access to a copy of the policy and a copy provided to individual parents, if requested.
- Provide access to a mobile phone for excursions.
- Provide a suitably equipped, portable first aid kit for excursions.
- Ensure the Sun Protection Policy and Illness and Emergency Care Policy are up to date.

3. Explanatory Notes

The following information on the implementation and operation of this policy has been provided to assist Committees when adapting this policy for use by their service and when addressing issues under this policy.

Excursions are planned as part of the children's program to provide specific first hand learning experiences for the children. Excursions require planning and preparation to ensure adequate care and safety of the children attending. The Children's Services Regulations 1998 (Regulation 31) describes the requirements of a service when staff are removing children from the premises.

While a service may value the first hand experiences provided through excursions, there is a risk involved in taking children out of the service and it is advisable to take into account all factors, including the safety of children, when planning excursions.

Excursions Policy

1. Authorisation

This policy was adopted by the **Eastmont PreSchool** Committee of Management, at the Committee meeting on **11th July 2006**..

2. Review Date

This policy shall be reviewed yearly.

3. Scope

This policy applies to all staff, volunteers, students, Committee members, and parents/guardians who may be involved in planning and/or participating in excursions.

4. Background and Relevant Legislation

- The Children's Services Act 1996
- The Children's Services Regulations 1998

5. Definitions

DHS: Department of Human Services

Excursions: Any occasion, other than a medical emergency, when children are removed from the premises of the children's service by a staff member/members, with the written authorised permission of the person who has lawful authority to collect the child from the service.

6. Policy Statement

Values

This service is committed to providing a varied and developmentally appropriate educational program with as many first-hand opportunities as possible. One method of providing such experiences is through excursions.

With all excursions, the service is committed to:

- Providing a high level of safety for children at all times.
- Compliance with all regulatory requirements.
- Providing activities that are developmentally appropriate and linked to the educational program.

Purpose

To clearly define for staff, parents/guardians, Committee and others involved, the responsibilities and requirements in planning and conducting excursions.

7. Procedures

Planning and approval process

Where staff believe that an excursion would enhance the educational program, they will submit a request for approval to the Committee. As part of the request they will outline clearly:

- Details of the excursion, including how the excursion relates to the program provided for the children.
- Objectives and outcomes of the excursion.
- Mode of transport.

- Proposed staff and adult/child ratio for each excursion.
- Cost.
- Effects, if any, on the children's current attendance times.

As part of the approval process, the Committee will consider:

- The cost of the excursion to the service, participating children, and parents/guardians accompanying the children.
- Whether children other than those attending the service may participate in the excursion.
- What impact the disruption to normal program times could have on the users of the service.
- Any changes to the usual working arrangements of staff due to the excursion, in accordance with the appropriate awards or agreements.
- The staff and adult/child ratio for the excursion, in line with the regulations and taking into consideration the risks involved in the excursion, and the recommendations of staff.

Preparation for the excursion

Once approved, the Committee, in consultation with the teacher/coordinator will:

- Assess the requirements for the excursion.
- Book transport and venues.
- Inform parents/guardians of the details of the planned excursion as outlined in Regulation 31, Children's Services Regulations 1998, and the cost.
- Provide parent/guardians with a permission form to complete for their child to participate on the excursion. [A sample Permission Form for an Excursion is included as Appendix 1].
- Request adult participation in the excursion.
- Collect completed permission forms and excursion fee, if required, for each child participating on the excursion.
- Arrange for a suitably equipped first aid kit and mobile phone to be taken on the excursion.
- Notify parents/guardians immediately of any change, or delay to the proposed excursion if this occurs.

Staff in preparation for the excursion will:

- Discuss with the children, the aims and objectives of the excursion and items of special interest to them.
- Provide any adults involved in the excursion with the aims and objectives of the excursion and any other information necessary for the smooth operation of the excursion.
- Arrange for details of the telephone number of any person who is to be notified of any accident, injury trauma or illness involving the child and the child's medical details to be taken on the excursion.
- Inform parent/guardians of any items the children require for the excursion.
- Arrange for a staff member, parent/guardian or a Committee member to be available, if the excursion is late returning, to advise parents/guardians collecting children at the service of the estimated time of arrival back at the service.

- The excursion will only proceed if the staff/child ratio approved by the Committee and notified to the parents/guardians is met.
- Participation in the excursion will be limited to children whose parents/guardians have completed and returned the permission form and fee required.

Prior to and during the excursion

The staff member/s responsible for the excursion will ensure that:

- A list of those participating in the excursion is cross-referenced against the attendance book.
- All children are signed out of the service at the start of the excursion and are signed back in when they return.
- Adults/parents/guardians assisting with supervision on the excursion who do not have a police check are under the immediate supervision of a qualified staff member or licensee's representative.
- All children are to be clearly identifiable and supervised at all times during the excursion, e.g labels, red hats etc.
- The number of children and adults participating is monitored at regular intervals, by checking children and adults against the list of those participating in the excursion.
- The staff member, parent/guardian, or a Committee member delegated to notify parents/guardians if the excursion has been delayed and will be late returning, is notified if this occurs.

Children who accompany their parent/guardian on the excursion, who are not enrolled at the service, are to be supervised and cared for by their parent/guardian at all times.

8. Key Responsibilities and Authorities

The Committee is responsible for the implementation of this policy and approving any changes to the policy.

The parent/guardians are responsible for the supervision of their own children and any others in their care participating on the excursion, who are not enrolled at the service.

The staff are responsible for implementing this policy on a day-to-day basis.

9. Resources and Support

Related documents

- The DHS *Children's Services Licensing Operational Guide*.
- The DHS *Children's Services Licensee's Handbook*.
- The service's Illness and Emergency Care Policy and Sun Protection Policy.

10. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under '6 Policy Statement', the Committee will:

- Assess whether issues/concerns raised in relation to excursions were resolved.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into account reports from staff regarding the policy.

Staff Excursion/Incursion Form

This form is to be completed at least 4 weeks prior to the date of the proposed excursion/incursion

Date of proposed excursion/incursion	
Venue of proposed excursion/incursion	
Starting and finishing time of the proposed excursion/incursion	Start Time Finish Time
How does the excursion/incursion affect children's normal hours of attendance at the kindergarten?	
How does the excursion/incursion affect the staff hours of attendance at the kindergarten?	
What is the educational value of the excursion/incursion to the children's program?	
Proposed number of children attending the excursion/incursion?	
Cost of the excursion/incursion for each child	
Number of paid staff attending the excursion/incursion	
Number of additional adults attending the excursion/incursion	
Ratio of children to adults attending the excursion/incursion	
Are any siblings attending the excursion/incursion? If yes How many?	

Teacher's Name (Print).....

Teacher's Signature.....Date.....

Committee of Management Approval.....Date.....

Appendix 1. Sample - Permission Form for an Excursion

Date:

The **[enter the name of the service]** will be taking **[specify who]** on **[Enter the day and date]** on an excursion to **[enter the proposed destination, any stops on the way there or back]** and **[the activities that will take place]**

The excursion will leave from the **[enter where]** at **[enter time]** and return to **[enter where]** at **[enter time]** and the children and adults involved in the excursion will travel by **[enter method of transport and if walking the route to be taken]**.

There will be **[enter number]** staff members participating in the excursion as well as adult/parent volunteers. The overall adult/child ratio will be **[enter the ratio of adults to children]**.

Any adult/parent participating in the excursion, who has not had a police records check, will be under the direct supervision of a staff member or a licensee representative while assisting in the supervision and care of children on the excursion.

Siblings of children attending the preschool will **[enter whether they can or cannot participate]**

The cost of the excursion is **[enter the cost for children and adults participating]**

I give permission for..... (name of child) to attend the excursion to **[enter proposed destination]** on **[enter day and date]** with **[enter name of the service]**

I can/cannot assist with supervision of this excursion.

Print Name of Parent/Guardian; _____

Signature of Parent/Guardian; _____

Date _____