

Noarlunga Downs Preschool

Short Walk and Excursion policy

Purpose

This policy describes the safety and welfare requirements regarding children at Noarlunga Downs Preschool during excursions outside of the Centre.

Aim

To ensure the safety, health and wellbeing of children on excursions and local walks whilst in the care of Noarlunga Downs Preschool.

Policy Statement

Noarlunga Downs Preschool believes that excursions are a valuable part of the curriculum as excursions facilitate children's understanding of their world and provide learning opportunities that cannot be provided in the preschool alone. Both walking and bus/public transportation excursions will be undertaken with safety in mind.

Policy information

- Any excursion or local walk requiring children to be taken outside of Noarlunga Downs Primary School grounds will be planned well in advance and a consent form will be issued
- Parents/caregivers are required complete 'parental consent for camp, excursion, sporting or adventure activities' before their child can go on an excursion. Verbal authorisation will not be accepted
- A risk assessment will be carried out for local walks and prior to any excursion and discussed with the children if age appropriate, and will be available to families and care givers.
- A qualified educator will be present on all walks and excursions.
- A minimum of two supervising adults will be present on all walks/excursions which occur outside the school grounds.
- The educator/children ratio for all major excursions will be as per the Education and Early Childhood Services act 2011 and the Education and Care Services National Regulations 2011, whilst adhering to the excursion risk assessment.
- Educators will evaluate each excursion, assessing supervision issues, the appropriateness of the excursion and how it supports the curriculum.
- The school mobile phone will be taken at all times including local walks and excursions.
- First aid kit, asthma pack, emergency contact information, tissues, EpiPen, spare clothes, food and drinking water will be taken on the excursion, along with children's individual medical plans and any medication required.
- Toileting – children will have time to visit the toilet before leaving preschool and throughout the excursion. Only staff members will be responsible for supporting children with toileting.
- A roll call and head count will be taken prior to boarding a bus, and a head count will be taken and recorded at each transition throughout the day. A roll call will again be taken prior to returning to preschool.



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- Any child requiring extra support and supervision will be supervised by a staff member. An individual risk assessment will be completed in collaboration with the family prior to first excursion.
- All adults, staff and children will wear hats in term 1, 3 and 4 and when the UV is over 3.
- Inclement weather – in alignment with our inclement weather policy, site leader will adhere to protocol and cancel if deemed unsafe.

Local Walks

- A role call before departing will occur and a head count will be verified before departing. Numbers will be verified when arriving and between transitions to different areas (e.g. school gym to playground).
- Children will hold hands and walk in pairs.
- Staff and children will wear hats term 1, 3 and 4 and when the UV is over 3.
- Crossing a local road – one adult will ascertain that the road is clear and stand in the middle of the road as the children cross.
- Walking excursions will be cancelled if the weather is too wet or too hot.

Procedure

- A risk assessment is to be undertaken by the staff responsible for the excursion/local walk.
- The approved supervisor must ensure that a risk assessment is carried out in accordance with regulations 101 before an authorisation is sought under regulation 102 for an excursion, as part of the planning process, before parent permission is sought.
- The risk assessment may include a visit to the proposed excursion destination to gather information about the availability of toilets, hand washing, drinking, shade facilities, mobile phone coverage and emergency services access.
- The risk assessment will take into account: - The number of adults and children involved in the excursion (ratios) - The proposed route and destination for the excursion - any water hazards and risks associated with water based activities - the method of transport - given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety - the proposed activities - the likely length of time of the excursion - the items that should be taken on the excursion
- Volunteers such as parent helpers, may assist to provide additional supervision, however they must never be left alone with children i.e. taking children to the toilet.

Consent Requirements

- Parents/caregivers are required complete 'parental consent for camp, excursion, sporting or adventure activities' before their child can go on an excursion/local walk.
- Written authorisation must be given by the parent/guardian before a child leaves the Centre. The authorisation must contain the information prescribed in the National Regulations.



Health and Safety Requirements

- There must be at least one staff member with an approved first aid qualification, which includes CPR, asthma and anaphylaxis qualification must be present on every excursion.
- When children are on an excursion they must have access to drinks, and food must be consistent with the sites food policy.
- The excursion permission form (including a list of children and adults attending the excursion) will be taken on the excursion.
- Two mobile phones will be taken on major excursions in case of emergency. One phone is for emergency services and the other for contacting Parents.
- The Noarlunga Downs Primary School Mobile phone will always be taken.

Transport

- A bus with seat belts will be used when transport is required.
- Children will be instructed to remain seated whilst travelling by bus and seatbelts will be worn at all times.
- Public transport will be used when/if deemed appropriate for the context of children and adequate ratios for supervision will be taken into account.

Volunteers

- Volunteers such as parent helpers must meet the expected requirements, which includes;
- Working with Children Clearance
- RRHAN-EC for volunteers
- Signed volunteer application
- Signed volunteer agreement
- Online volunteer induction via Plink
- Onsite volunteer induction – conducted by a member of leadership
- A copy of each will be maintained on site.

If additional volunteers are required to meet appropriate ratios on an excursion, an exemption for a parent or legal guardian of an enrolled child can be made in align with the Department for Education Volunteer Policy.

Volunteer Information

- Volunteers must be advised of and wear appropriate clothing and footwear.
- Parent/family participation is encouraged on excursions. Younger siblings may be excluded from attending excursions with parent helpers if the risk assessment deems it inappropriate for younger children or higher levels of supervision is required.
- Volunteers will be briefed before each excursion. This will include information on children not being left alone with an adult or taken to the toilet, only sitting next to their own child on transport services, information on the group of children they will be supporting, appropriate use of mobile phones and supervision support required.



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