

Croydon Central Kindergarten Inc.

Excursions Policy

1. Authorisation

This policy was adopted by the Croydon Central Kindergarten Inc. Committee of Management, at the Committee meeting on the 8th September 2010.

2. Review Date

This policy will be reviewed annually, or varied earlier if necessary, and the Committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change.

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

CCK: Croydon Central Kindergarten Inc.

DHS: Department of Human Services

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

6. Policy Statement

Values

This CCK 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, CCK 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 believes 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 CCK, participating children, and parents/guardians accompanying the children.
- Whether children other than those attending CCK may participate in the excursion.
- What impact the disruption to normal program times could have on the users of CCK.
- 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. [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 (including Epi pen required for Anaphalaxis) 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 CCK of the estimated time of arrival back at CCK.
- 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.
- Adults/parents/guardians assisting with supervision on the excursion that do not have a working with children 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, blue 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 CCK, 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, which are not enrolled at CCK.

The staff is 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 CCK'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.