

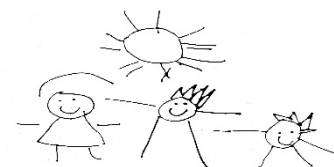


**Government
of South Australia**

Department for Education

Salisbury Park Kindergarten

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Excursion Policy & Procedure

Statement :

Excursions/off site experiences, are an important part of our learning program. They provide children with an opportunity to explore and experience new people, activities and environments. They provide an opportunity for children to develop awareness for their own safety, reflect on their trusting and secure relationships with educators, take new risks in learning, develop levels of independence and build resilience. To ensure excursions are the safe and valuable learning experiences we expect, it is important to assess planned experiences ahead of time. We are then able to implement strategies that minimise or eliminate significant risks to safety. When a private bus is used for transport, where possible educators to utilise a bus with seat belts. Private cars will not be used to transport children.

Implementation :

Children will be prepared in advance of an excursion with details including; where they are going, why they are going, what to expect, who will support them, mode of transport, behaviour and safety expectations. 'Sun Safe' practices, including wearing hats and sunblock, will be implemented in line with Kindy Policy. Drinking water and food supplies will be incorporated into full day excursions.

1. Prior to any excursion/off site experience, educators will complete and document a 'Risk Assessment'. Educators will apply a 'Risk v's Benefit' lens aiming to reduce or eliminate significant hazards to health and safety, while encouraging the benefit of 'calculated risk for learning'.
2. In line with DECD Policy, the ratio of children to adults will not exceed 5:1 when off site. In some situations, lower ratios may be required to enhance the learning experience and outcomes.
3. Written information will be provided to all families; including the ***date of trip, venue and address of excursion, reason and educational value of trip, mode of transport, cost associated, expected departure and return time and educator contact details. (mobile phone number)***
4. Educators will provide details of excursion and contact numbers to DECD Regional Office.
5. A minimum of 2 x mobile phones to be available to educators during off site experiences. Contact details for volunteers supporting on the day are made available to Director where appropriate.
6. Written consent will be obtained from all families/carers, with current emergency contact details of two persons received from all families prior to departure. This information will be taken on the trip.
7. A minimum of two educators on the day, will possess appropriate levels of first aid training. Health Care plans and Medication for children with medical/health conditions to be taken and carried by the **educator** responsible for the individual children.
8. All Educators/volunteers to have in their possession: water, a change of clothes, basic first aid supplies, vomit bags, tissues, gloves, plastic disposal bags.
9. Children and Educators to wear Salisbury Park Kindergarten 'fluro' vests when outside the kindy grounds, to support identification and safety. Kindy phone contact details will also be attached.
10. Everyone to be seated during any form of transportation. Bus driver to be asked to drop off /pick up children as close as possible to venue to support safe embarking and disembarking.
11. Where practical, children to hold hands with a peer partner during walking transportation.
12. Regular 'head counts' to be conducted by educator during excursion, including at beginning and end of day, bus embarking/ disembarking and at the half way point of trip.
13. All children will be dismissed at the end of day, from the large inside mat area back at kindy.
14. Reflection and review of excursion completed by educators at end of the day.

Reviewed August 2018