

Excursion Policy

Categories: Curriculum

Last Modified: May 2019

Review Date: July 2021

Policy Statement

Children are given opportunities to visit places of interest in the local and wider community.

Rationale

Children and their families will experience an environment where connecting links with the family and the wider world are affirmed and extended. The Centre endeavours to have at least two planned excursions each year for 2-5 year-olds. The nature of the excursions will vary and may include educational, cultural or sporting events.

Procedures

1. Parents can give signed permission on the enrolment form for their children to participate on walks within the Ilam campus of the University.
2. The ratios for such walks are

Under 2s	1:3
Over 2s	1:6
3. Teachers going for the walk with children will be familiar with the Risk Analysis and Management (RAM) form for walks within campus.
4. At least two adults will accompany a group on walks, as part of the Child Protection policy. One of these adults will be a qualified and registered teacher who is employed by the Centre.
5. Teachers will take a cell phone with them on all walks within campus.
6. The following details of the walks are recorded on the children's sign in/sign out sheet:
 - The names of adults and children involved;
 - The time and date of the outing;
 - The expected return time;
 - The intended route of the walk;
 - Cell phone number.

7. In the event of an earthquake occurring during a walk, teachers on the walk will

Return to the Centre or follow instructions from University Security, or a H&S representative, on where they should go,
Contact the Centre via cell phone or Security personnel to inform the Team Leader / Manager of the group's location and any instructions from Security.

1. As part of planning, the teacher(s) organising an excursion will

- a. Inform parents of the excursion in advance and seek parent help when required,
- b. Provide parents with details of the excursion (including adult:child ratio and a plan of where parents can pick up their children in the event of an earthquake), and obtain the following before the excursion:

Parents' written permission for the trip

Parents' approval for the stated adult:child ratio

- c. Complete a Risk Assessment and Management (RAM) form which

includes a plan of how to deal with an earthquake emergency,
must be approved by the Team Leader, and
is made known to all adults accompanying the trip.

- d. Plan for transport arrangements based on these considerations

When public transport is used,

the ratio of adults to children will be determined by the specific risk factors involved,
in general, the ratios will be 1:2 for Under 2s and 1:4 for Over 2s,
the commercial driver will not be included in the ratio.

When private cars are used,

there will always be 2 adults and no more than 2 children travelling in the car,
all children must have approved fitted seat belts and car restraints,
children will not be seated in the front of cars.

When private vehicles and University fleet vehicles are used,

the vehicle will be checked to ensure it has a current warrant of fitness and registration,

The Team Leader will check before departure that the drivers of the vehicles have current, full driver's licence with no endorsement.

- e. Plan for provisions for the trip, including

snacks and water,

sunscreen,

appropriate clothing (e.g., sunhats, jackets, spare clothing, etc),

nappies and toileting sundries,

required medicines (e.g., asthma inhalers, antihistamine, epipens, etc)

2. During the excursion,

- a. Teachers will bring along a first aid kit,
- b. Teachers will take a cell phone,

- c. Teachers will take a roll call:
 - before leaving the Centre,
 - on arrival at the destination,
 - before leaving the destination to return to the Centre, and
 - on arrival back at the centre.
 - d. The teacher(s) organising the excursion will bring along a record of the excursion and leave a copy in the children's sign in/sign out sheet. The record contains the following details:
 - Date and time of excursion
 - Destination
 - Names of children on excursion
 - Names of staff members and other adults on excursion
 - Estimated time of return to the Centre
 - Cell phone number
 - e. There will be teachers at the Centre to supervise children who do not go on the excursion.
3. After the excursion, the teacher(s) organising the excursion will file all documentation related to the excursion in the excursion folder.

1. Hi-visibility vests will be worn by all staff and children at all times for safety and group identification purposes.

Related documents

- Child protection policy
- Accident management procedure
- Sun protection policy
- RAM for special outings (template)
- RAM within campus