

# Port Lincoln Children's Centre Incorporated



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## Excursion Policy

Port Lincoln Children's Centre acknowledges the importance of excursions in providing a broad range of experiences for children and to strengthen their connections with, and their understanding of the community.

### Procedure

- Excursion plans need to be discussed with the Director prior to approval.
- Staff will conduct a risk assessment before taking children on an excursion.
- Parents/caregivers will be given consent forms to sign, information about excursion including purpose, destination, times of departure and return and any special items children need to bring along.
- Parents will be given adequate notice of excursion especially if costs are involved. Parents will be required to pay excursion costs (part of this is often subsidized by the Centre so parents can afford excursions).
- Permission for children to attend will be sought from parent/guardian or other authorised person for all excursions.
- Children may be taken on walking excursions within the community when parents have signed the consent authority contained in their enrolment package.
- Alternative arrangement will be made for children not participating.
- One staff member will be responsible for the excursion ensuring all procedures are adhered to and that in the case of an emergency, children and staff are organised in a safe and sensible manner.
- The responsible staff member will ensure that on each excursion there is:
  - At least one staff member with appropriate First Aid training;
  - A fully equipped first aid kit;
  - A mobile phone which is fully charged and kept switched on;
  - A list of children on the excursion and their emergency contact details;
  - The legally required educator to child ratio

### Risk Assessment

A risk assessment will be undertaken for each excursion to identify and assess hazards which may affect the health, safety or wellbeing of children. The assessment will identify how these hazards will be managed or minimised. The risk assessment will consider:

- Proposed destination,
- Proposed transport,
- Proposed activities,
- Educator to child ratio required under regulations,
- Any water hazards,
- Items to be taken e.g., first aid kit, mobile phone, contact list,
- Sunsmart policy,
- Safety measures and emergency plans.

### Transport

When on a walking excursion staff will discuss with children:

- What they are doing when they cross the road,
- Why they have stopped,
- What they are looking for when crossing the road,
- When it is safe to cross,
- Why they have to keep checking until they are safely on the other side.

The centre's bus will be used whenever possible for transporting children to and from an excursion. If alternative transport is required parents will be informed on the consent form. Staff members will only use private vehicles in the following situations;

- No other means of transport is available,
- 2 staff members are present in the car,
- Driver has a full drivers license ( a photocopy of the licence held at the centre),
- Car is roadworthy, registered and has full comprehensive insurance. fitted with appropriate child safety seats

This Policy relates to

NQF Element 2.3.2 : Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

Early Years Learning Framework Outcome 2: Children are connected with and contribute to their world.

### References:

South Australia Child Restraint Laws July 2010

Kidsafe SA Pedestrian safety Information for parents and caregivers Sept 2010