



Policy Statement
Excursions

Elizabeth North Preschool Excursion Policy

Rationale

This preschool acknowledges and understands the value of relevant excursions in the learning for our children. The Early Years Learning Framework outlines that children learn best when they are connected with and contribute to their world (Outcome 2), through carefully planned excursions children can develop a sense of belonging to groups and communities, whilst developing strong dispositions for learning.

Policy Statement

Excursions are an integral part of the program at Elizabeth North Preschool and will be arranged to enrich the experiences of the children. Parental permission will be sought for all excursions, which will be organised and comply with the National Quality Framework and the Department for Education and Child Development regulations and guidelines.

Responsibilities

The Deputy Principal and Educator in charge are responsible for overseeing the implementation of the following policy and procedures to ensure that;

- DECD & Elizabeth North Preschool Excursion Policies & Procedures are adhered to
- Elizabeth North Preschool Excursion Checklist is followed for each excursion.

Volunteers must be over the age of 18 years.

Procedures & Actions

- The excursion planning must reflect consideration towards any reasonably predictable conditions and hazards that could be encountered
- All excursion costs are paid for before the excursion
- The excursion must be appropriate for the children attending and provide learning outcomes for each child
- Excursions will be publicised to all parents/carers with full details of destination, travel
- Children may be taken on walking excursion within the community when parents have signed the authority consent form
- On excursions there will be a maximum of five children to one adult at all times. An adult may be a staff person or a volunteer. The required ratio of ten children to one adult will always be met
- On outings, the children will at all times be in the charge of a responsible adult staff member

On The Day

- Ensure that current enrolment records, medical information, emergency numbers and attendance details are available on an excursion
- Ensure that attendance records are accurate
- Roll calls are mandatory - on arrival at preschool, prior to leaving site and prior to each boarding of transport. Regular head counts at regular intervals may also be necessary, at the discretion of the Educator in charge
- Children must wear hats, and appropriate clothing and have sunscreen applied prior to leaving preschool during periods mandated in our Sun Smart Policy.

Developed and accepted by the staff of Elizabeth North Preschool and the Governing Council: May 2018

Next Review Due: May 2020

Sources: Australian Children's Education & Care Quality Authority website

www.acecqa.gov.au

South Australian Department for Education and Child Development

<https://www.education.sa.gov.au/doc/camps-and-excursions-guidelines-schools-and-preschools>

*National Quality Standard
Quality Area 2: Children's health and safety
Standard 2.2.1 Adequate Supervision
Element 2.13 Excursions*