

Excursion

Quality Area 2 Childrens Health and Safety

National Quality Standard 2.3,

ECS National Regulations Part 4.2 Sections 99, 100, 101, 102, 168

Muswellbrook Pre School Kindergarten Inc.

**INTRODUCTION**

At Muswellbrook Pre-School we recognise the importance of providing a variety of experiences to the children. Planned excursions stimulate children’s understanding and awareness of our community. It is essential that these excursions are planned for and carried out in a manner that promotes safety for all teachers, children and families involved.

**Muswellbrook Pre School Kindergarten will:**

**Muswellbrook Pre School Kindergarten will implement the following:**

Completion of Risk Assessment

* A risk assessment for the excursion will be completed for the excursion by the teacher or most senior staff member attending the excursion. This will be approved and signed by the Director/Nominated Supervisor.
* Before the note for the excursion is sent out parents of those children with anaphylaxis, serious medical conditions, additional needs or behavioural conditions will be contacted to discuss the risk factors regarding the excursion for their child
* An individual risk assessment will be completed for each of the above children who will attend the excursion. These must be sighted and signed by the Director/Nominated Supervisor.
* If the risk factors are deemed to be too great the excursion may have to be modified to accommodate those risks, or an alternative excursion arranged.

Authorisation

* No child may leave the Pre-school premises to participate in an excursion without Parent/Carers having first completed the written authorisation/excursion permission form.
* The Pre-schools authorisation/excursion permission form will contain the following information:
1. The childs name
2. The date of the excursion
3. The proposed destination
4. The method of transport
5. Excursion bus route or walking itinerary
6. Activities to be carried out
7. The anticipated number of children attending and the number of accompanying adults supervising
8. The name of the person/s with first aid qualifications
9. Wet weather arrangements
10. The period of time during which the excursion is to take place
11. Any special requirements for their child
12. An emergency telephone contact number
13. That a risk assessment has been prepared and is available at the service.
* If the outing is a regular outing authorisation is only required to be obtained once in a twelve month period.

Children not authorised

* When a parent/carer has not given written permission for their child to attend the excursion, then the child must remain at the centre in the company of two primary contact persons.

Ratios: Adult to children

* At least two staff members will accompany children on excursions
* The adult to child ratio will be maintained as per regulations.
* Parents/adults accompanying children on excursions may not be permitted to bring other children depending on the nature of the excursion.
* No children are taken near water on an excursion without suitable consideration given in risk assessments.

Safety and First Aid

* A risk assessment will be conducted prior to the excursion and evaluated after the event, if required.
* A basic first aid kit and ice pack will be taken on all excursions including water for first aid.
* At least one staff member attending an excursion will hold first aid qualifications.
* Children will have access to drinking water
* A back pack with children’s contact details, first aid kit, spare clothes, water, medications such as ventolin puffers and epipen will be taken on excursions. See Appendix 5.
* The Preschool Ventolin and Epipen will be taken on all excursions.

Sun protection/Clothing

* Children and adults in attendance at any excursion will be advised prior to the excursion of the need to use appropriate sun protection and appropriate clothing, eg hat, clothing, sun screen, walking shoes.
* When planning excursions staff will take into consideration the need for adequate sun protection throughout the duration of the excursion eg outdoor excursions will be scheduled to avoid high risk sun exposure times.

Communications/Administration

* A person authorised by the director/nominated supervisor eg the administration officer, will remain at the centre during all excursions.
* A mobile telephone for emergency use will be carried by a staff member during the excursion.
* On the morning of the excursion, room staff must give the office staff a copy of the excursion permission note, the days class roll showing attendance and the excursion sign in, sign out sheet.

Excursion records

* Written authorisation for children to attend excursions will be retained on the premises until 3 years after the child has left the service.

**Links to other policies/documents**

Appendix 1 - Excursion Permission Form

Appendix 2 - Excursion Risk assessment form

Appendix 3 - Attendance record for excursion

Appendix 4 - Excursion Risk Assessment Tool for individual children

Appendix 5 – Excursion Bag Contents List

Children with Additional Needs/Serious Medical Conditions Policy

Health and Hygiene Policy

Medication Policy

Reviewed on 24 May 2017

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| **Signed by** | **Name** | **Signature** | **Date** |
| **Committee** |  |  |  |
| **Nominated Supervisor** |  |  |  |

Due for Review May 2019