

Flinders Children's Centre & Tji Tji Wiltja Preschool

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For Duty of Care reasons the Flinders Children's Centre Preschool has formulated an Excursion policy.

- Prior to all excursions a Risk Benefit Assessment & checklist is completed by the staff team to ensure maximum safety in the care of your child(ren).
- Copies of Risk Benefit Assessment Plans are available from staff upon request.
- Consents for local walks will be obtained prior to such events. Kindergarten siblings are exempt from participating in an excursion.
- Parents will be invited to help, however we are unfortunately unable to include younger siblings. Please remember, if you are a parent volunteer, you will be asked to help and "supervise" a small number of children.
- An alternate emergency number for volunteer parents will be sought prior to the excursion.
- LOCAL EXCURSIONS: ratio of adult: child will be a maximum of: 1:10 Staff will accompany children on walks around Port Augusta and Parental support will be sought & encouraged.
- One staff member will take a first aid kit and asthma pack.
- Crossing roads – one staff member will ascertain road is clear and stand in middle of the road and the children cross.
- Appropriate crossing points will be used i.e. pedestrian walk signs
- Inclement weather- according to the excursion planned, staff will be responsible for cancelling the excursion if the weather is too hot or wet.
- All staff and children will wear hats, in line with our Sun Safety at Preschool policy.
- A roll call will be taken by a staff member before leaving preschool and a head count conducted on a regular basis whilst on excursion and before returning from excursion.

BUS EXCURSIONS

- The ratio of adults (including staff and parents) will be a maximum 1:5
- Parents will be required to provide separate written consent to participate in any excursion requiring transport.
- One staff member will take a first aid kit, asthma pack, tissues and drinking water. All children will be reminded to remain seated whilst the bus is traveling (adults to enforce this)
- Toileting – children will have time to visit the toilet before leaving Preschool and throughout the day.

- A roll call will be taken by a staff member before leaving Preschool and a head count conducted on a regular basis whilst on excursion and before returning from excursion.
- A head count will take place once all have boarded the bus. A mobile phone will be carried at all times, with phone number disseminated to families prior to departure.
- When identified by staff as required, a back up vehicle will follow the bus.
- Staff will ensure that any child requiring specialist / behavioural care is appropriately supported. Any child who is attending preschool on a 1:1 adult/child support will only travel on excursions with their support teacher or parent/carer or other parent/staff negotiated arrangements.
- Parents will be responsible for supplying food and drink for their child if necessary
- All adults, staff and children will wear hats, in line with our Sun Safety at Preschool policy.
- Inclement weather – according to the excursion planned, staff will be responsible for cancelling the excursion if the weather is too hot or wet.
- Excursions will only occur outside Declared Bushfire Season(s).
- Refunds for non-attendance cannot be made once a bus has been booked as the preschool is liable for costs incurred. In special circumstances the amount can be cross debited against any term fees owing.

SWIMMING & INFORMAL WATER ACTIVITIES: BEACH.

- A minimum of one (1) member of the leadership, staff, team to hold a current Certificate 2 Public Safety & Aquatic Rescue qualification.
- This person must be on duty during all water activities.
- Staff child ratio to be 1:2 on all beach excursions.
- If you have any comments to make re this policy, please feel free to speak to the staff team, so queries and problems can be dealt with immediately.

Source(s): DECD Excursions and Camps Guidelines;

<http://www.decd.sa.gov.au/childrenservices/pages/policies/NQFpolicies/> Excursions Reviewed: December 2016

Reviewed: February 2018

Review: January 2019

Director

February 2018

Governing Council Chairperson

February 2018