

## EXCURSIONS POLICY

### National regulations 168 and 100-102

Education and care services are required to have policies and procedures in place for excursions, including risk assessment procedures.

### Preschool Objectives

- Provide an extensive range of cultural, art and social experiences in new, unfamiliar and interesting environments
- Support children in new experiences outside of the kindergarten
- Travel on booked buses
- Invite whole kindergarten cohort regardless of session bookings

### Kindergarten Procedures

Educators:

- Pre book excursions ie. Patch and Windmill Theatre and ASO, Festival Theatre etc. for the year
- Advertise excursion dates to the Kindergarten community for the year
- Plan for staffing ratios and pre book attending staff
- Educators as the accompanying adults
- Pre book Bus company... generally Farnham Bus Lines
- Staff team discuss and document risk assessment
- At the beginning of the term of the excursion: notify parents of date, event, bus transport, cost and the consent notice required
- Collect completed consent forms, parent payment and book child attendance
- Staff meeting discussion re: details, groups and times for excursion, prior to excursion

Parents:

Record event dates, book child attendance, return consent forms and payments to kindergarten

### Policy Review

Two yearly or as required.

### References

National Regulations

DECD Risk assessment tool

DECD Policies [www.decd.sa.gov.au/policy/pages/\\_index](http://www.decd.sa.gov.au/policy/pages/_index)

Endorsed by Staff and Governing Council

Directory Betty Elsworthy

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