

EXCURSION POLICY

AIM: The Childrens' House Montessori aims to provide children with excursions into the community to extend their experiences beyond those offered at the centre. Our excursion program aims to offer children opportunities to share experiences in a relaxed and enjoyable atmosphere, which is both safe and stress free for both children and adults.

IMPLEMENTATION GUIDELINES:

1. The Nominated Supervisor must appoint an Excursion Supervisor for the excursion and must ensure all regulatory guidelines are met. This includes having completed an **Excursion Risk Management Plan**.
2. Staff are responsible for the thorough organisation of each excursion including investigating transport requirements, determining total cost of excursion prior to the event and establishing the availability of facilities required throughout the excursion eg place to eat, toilet and hand washing facilities, access to drinking water, sufficient shade in hot weather, safe crossings for busy roads etc.
3. Each child attending an excursion must have completed the **Written Authorisation Form for Your Child to Attend an Excursion**. This form details all aspects of the excursion.
4. Children cannot be taken on public transport. Each car must have two adults this can include the driver. The vehicles used must be fitted with suitable child restraints that conform to standard AS 1754 of the Standards Association of Australia.
 - All drivers must have completed the **Transportation of Students by Parents Form** before being considered as a volunteer driver.
 - The **Parental Authorisation for Unaccompanied Child form** must be completed for those children travelling in a car without their parents.
 - Parents acknowledge that their child if unaccompanied, has to be signed out to another parent whilst in transit as there is no Educator in the vehicle.
 - Safety of children will be considered in the choice of route and mode of transport. Our service will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in cars. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.
5. It is the Educators responsibility to ensure the drivers' have signed the children in their care, out of the service at the beginning of the excursion, into the educators care upon arrival at the venue, into the drivers' care before departing the venue and into the service on return.
A copy of this attendance record is to be held in the excursion file as well as in the attendance records.

6 Adult: child ratios

- Two adults per car for any excursion requiring transport.
- One Educator per 10 children
- One adult for each 5 children if the excursion does not involve transport or the crossing of a major road
- One adult for each 4 children if the excursion involves the crossing of a major road.
- One adult for each two children if the excursion is to a place where there is a significant water hazard:
- Swimming is not to be included in any excursion
- At least one adult on the excursion should have a first aid qualification
- The supervisor of the excursion must ensure that a parent/ educator or a staff member at the venue has life-saving skills and can swim/rescue if there is a significant water hazard.

7. All adults/educators must carry a mobile phone, with the Preschool's number and the Supervisor's number programmed into it.

Copies of emergency phone numbers are to be taken on the excursion.

8. Children should be dressed in appropriate clothing considering the weather and activity of the excursion. Sturdy footwear should be worn (not thongs; gumboots should not be worn for excursions requiring children to walk any distance). A jumper or cardigan must be taken for each child in case the weather turns cool. Staff and children need to wear sunhats and sunscreen when necessary.

- Parents must provide sufficient food and drink for each child for the excursion, allowing for children to eat/drink at least every two hours.
- Educators will take extra food and water for emergencies.

9. The Nominated Supervisor must ensure that a suitable and fully stocked first-aid kit is taken on all excursions and that each car has a first aid/ clean up kit. If there are children on the excursion with allergies the Nominated Supervisor must ensure that their epipens are clearly labeled with their name and are in the relevant first aid kit.

10. Children must wear an identification badge with the Children's House Montessori name and contact number of the Excursion Supervisor.

- Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.
- **If a child is lost on an excursion**, we will always leave a staff member behind to look, while the other group leaders escort the children back.

Review date: To be reviewed annually by educators, parents and any interested party.

Next review date: September 2016