

### **EXCURSIONS Regulation 168 (2) (g) Version 1.14**

An excursion may be planned to achieve specific EYLF outcomes e.g. Children broaden their understanding of the world in which they live and explore relationships with other living and non - living things; Children seek out and make new discoveries, manage change and learn from experiences that require them to become involved in the broader community and environment beyond the early childhood setting; Children resource their own learning through connecting with people, places, technologies and natural and processed materials. Some planned excursions and outings will be suitable for particular age ranges of children and Educators will keep this in mind when selecting children to participate.

The Keithcot Farm Children's Centre enrolment form seeks approval from parents / guardians for their child to visit the neighbouring school – Keithcot Farm Primary School. Risk assessments will be conducted for all other excursions. Parents will be informed of all programmed excursions beyond the neighbouring school for their child / ren. Detailed written consent forms will be issued to parents / guardians, who will need to sign and return a consent form to the Centre before their child can participate in an excursion.

The Director and Educators are responsible for the planning and implementation of all excursions. A risk assessment will be done prior to the excursion and decisions made in regard to a balance between safety and managed risk. Although the National Regulations do not specify a higher Educator to child ratio for excursions, children must be adequately supervised at all times. A thorough risk assessment should determine whether the minimum ratios are sufficient to provide adequate supervision while attending on an excursion. Educators are responsible for all activities occurring on an excursion or outing.

Other adults involved in the excursion or outing will be considered as volunteers and can be counted in the adult: child ratios and will be responsible to Educators and under their direction while participating.

Excursions in the curriculum should be considered for inclusion in the educational program only after it has been considered that:

- Children's learning is linked to the curriculum
- Necessary safety requirements are in place (including appropriate and well maintained equipment)
- The degree of inherent risk is manageable and has been established through a risk assessment
- Supervisors / instructors are suitably qualified at the venue
- The educator/volunteer to child ratio reflects safe practice
- Parents are fully informed in regard to safety issues involved in a particular experience when seeking their consent
- Safety protocols determined by any official bodies be observed
- Equity issues have been satisfied - e.g. consideration of children who may not be able to participate for financial, cultural or religious reasons
- Children with identified special rights can participate in the experience
- When going on a walk, children will wear high visibility vests.

### **Educators will:**

- Implement risk management procedures before excursions are undertaken
- Inform all other adults on the excursion of their role and responsibilities while participating in a Children's Centre excursion. They will encourage the children to listen to adults for instructions, procedures and direction.
- Carry a First Aid bag, Asthma kit, individual child's medication and the Centre's mobile phone with them.
- Organise the group so that when walking as one large group, an Educator leads and another follows at the end. The rest of the group will form in the middle to ensure safety of all.
- Nominate an Educator to be responsible for carrying a list of the total number of persons attending, their full name and emergency contacts.

- Use common sense in regard to unsuitable weather conditions. Weather that is too hot or too wet may determine the need to cancel or postpone a planned excursion.
- Leave a contingency plan and list of children and Educators names of those who are participating on any excursion or outing with the Director or a staff member remaining at the Children's Centre, which will include details such as the destination, estimated times of departure and return.
- After any excursion beyond the neighbouring schools, an evaluation will be done by the Educators involved to note any changes that may need to be made for future experiences.

**CREATED:** November 2007

**REVIEWED:** November 2008, June 2009, June 2010, June 2011, June 2012, April 2013, April 2014, April 2015, April 2016, April 2017, April 2018, April 2019, January 2020

**TO BE REVIEWED:** January 2021

**SOURCED:** Children's Services (Child Care) Regulations 1998: Regulation 29  
South Australian Curriculum Standards Accountability Framework (2001)  
DECS Camps and Excursion policy 2007  
We Can Make a Difference – Learning and Developing in Child Care (2005)  
DECS Licensing and Standards  
Early Years Learning Framework 2009  
National Quality Standard – Professional Learning Program Newsletter No.47  
Community Engagement (2012)  
Education and Early Childhood Services Registrations and Standards Board of SA