Salisbury Heights Preschool

EXCURSIONS POLICY

POLICY STATEMENT:
To minimise risks and prevent accidents on excursions it is important to plan ahead of time and choose safe excursion locations and safe travel routes, take precautions and be prepared for emergencies by carrying a first aid kit and emergency phone numbers. It is also important to consider road safety including passenger and pedestrian safety and safe play. This includes following recommended guidelines for transport of children in motor vehicles and walking with children as pedestrians. Excursions are also an opportunity to promote awareness in children of road safety and play safety.

RATIONALE:
To minimise risks of accidents and injuries on excursions, respond effectively to emergencies and promote awareness in children and their families of road safety and play safety.

SCOPE:
This policy applies to all families who attend the preschool and all staff including volunteers.

IMPLEMENTATION

Preparation
Children will be prepared for an excursion beforehand through the programmed activities. Follow up activities will be used to assess the success of the excursion.

Permission
Parents will also be encouraged to take part in the excursion if their time permits. Advance notice of excursions will be placed in a prominent place at the preschool to allow for parents to be informed and a notice will be placed in each child’s communication pocket. Staffing ratios for excursions will be maintained but additional adult help from Parents will be invaluable. All children and adult helpers will remain within line of sights of a staff member at all times.
The use of parent and staff vehicles to transport children in our care will not be condoned.

Prior to Date of Excursion:
- Appropriate notice of excursions to be given to parents
- Permission forms to include the following information:
  - The purpose of the excursion, benefits, and experience the children will gain;
  - Parents’ contact phone number on the day of the excursion if different to usual;
  - Details of any medication the child is taking.
- Permission forms will be signed by parents/guardians;
- Permission forms will be taken on the excursion and then retained by the Preschool.

On the day of the Excursion
Staff will prepare the children and parent helpers as to what will happen and how, their responsibilities, etc. Only a staff member will take children to the toilet.
There will be a staff member at the rear of the group ensuring that the group stays together.
Staff will perform regular head counts from the beginning to the end of excursions; A First Aid bag with, disposable gloves, tissues, band aids must be taken on all excursions, as well as hats and sunscreen if required. Arrangements for drinking water will also be made. The bus will not be overcrowded and only accommodate the number of children and adults it is licensed to carry.

**Safety on Excursions:**
- Staff will ensure they have a list of parents/guardians' contact numbers for that day. This will be taken on the excursion.
- At least one Staff member will hold a current First Aid Certificate and ensure a basic First Aid kit is taken on all excursions.
- Arrangements for telephone contact will be made for the excursion.
- Staff will liaise with parents to ensure that children have adequate protection from the weather, suitable footwear, sunscreen and spare clothes;
- Staff will prepare the children for the excursion including talking about any safety issues eg: walking together, holding hands when walking, crossing the road, sitting on the bus, listening to staff. Staff use stories, songs and games to send a safety message to the children throughout the program.
- All participants will stay with the group at all times.

**In the Event of an Accident:**
- Staff will remove children from the dangerous situation;
- A first aid qualified staff member will administer First Aid and direct someone to seek further assistance as quickly as possible. This staff member will allocate children in their care to other adults;
- Accident Report to be completed (Incident and Response Management System) on returning to the preschool;
- Child's parent to be contacted if the accident is of a serious nature.

**AUTHORISATION**

This policy was adopted at the Governing Council meeting on 1-8-11

**REVIEW**

The policy will be reviewed biennially by staff and governing council and the Council will within 28 days of making any change, notify the parents/guardians of that change. In order to assess whether the policy has achieved the values and purposes the staff and governing council will:
- Take into account feedback from parents/guardians and the staff regarding the effectiveness of the policy.