

Rostrevor Kindergarten

EXCURSION POLICY

Excursions

National Law: Section 167

Regulation 102 – Authorisation Children being taken on excursions

Regulation 99 – Children leaving the premises in the care of someone other than their parent

Regulation 100-101 – Risk assessment

Regulation 168 (2) g and m

Excursions facilitate children's understanding of their world and provide learning opportunities that cannot be provided at the Kindergarten.

Before we are able to take the children on an excursion, the following items must be completed:

- A risk assessment will be carried out prior to any excursion identifying and assessing the risks that the excursion may pose to the safety, health or wellbeing of any child taken on the excursion, and detail strategies for minimising and managing the risks. Staff will use the *Excursion risk management plan template*.
- Written authorisation must be provided by a parent or other person with authority for an excursion before a child leaves the Kindergarten. (Verbal authorization will not be accepted).
- All educators, other carers, other adults, parents and guardians of the children involved are informed about the excursion and are aware of the risk assessment undertaken.
- Plans are revised as necessary during the excursion.
- The staff/children ratio for all excursions will be as per the Education and Care Services National Regulations to ensure adequate supervision while attending the excursion.
- At least one staff member attending the excursion will have a current first aid certificate.
- The Kindergarten mobile phone which contains emergency contact information is to be taken at all times including local walks.
- Staff must be aware of children with medical conditions and ensure that the correct medication is taken on the excursion.
- For a regular outing, authorisation is required to be obtained once every 12 months.
- If the excursion occurs regularly and a risk assessment has previously been conducted, a further risk assessment is not required unless circumstances have changed. (eg. Emergency evacuations termly to Stradbroke school)

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Government
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Department for Education
and Child Development