Melrose Rural Care

Excursion Policy

From our philosophy: “We aim to provide high quality care and education through a partnership between parents, children, community, staff and the Department of Education and Children’s Services.”

With the belief that:

- Children develop individually through stages, in their own learning style varying through cultural and family values and perception of these may vary.
- Healthy self esteem is the basis of positive physical, intellectual and social growth.
- We believe children need to express themselves in a safe environment.
- Children learn most effectively through hands on experience, through play.
- We value involvement of families and community and we encourage open communication.
- Our planning and evaluation is inclusive to children with additional needs.
- Our aims of planning and daily activities reflect our philosophy and are made available to families.

As a result:

Plan to ensure it is appropriate for the participating children.

Consider the size of the group, it may be of more value to the individual child to have several excursions with smaller groups, rather than take one big one.

Duty of care is the overall responsibility of the Director or teacher, and covers the organization, the safety and supervision of the children.

Smoking: at no time should a supervisor smoke in the presence of children.

Supervision: a ratio of 1 adult to each 5 children. The Director or teacher may delegate the task of supervising children to a parent, but not the responsibility, therefore the Director or teacher needs to be confident that supervising parents are clearly informed about all aspects of the excursion and their roles while away from the centre. Staff expectations of the parents must be realistic.

Transport: If a bus is used, at least 1 car must follow, to allow for flexibility in the case of an emergency. All passengers must have a seat and wear seat belts if fitted. Seating 3 students to a seat if occupants are under the age of 14 years. Children may be transported by private cars belonging to staff, parents or other persons if:

- The cars are roadworthy, reliable, registered and insured.
- The driver must have a current license.
- A seat belt must be worn by each occupant.
- Private car drivers must complete the Agreement Form.
- If staff transport children they must have prior official approval from DECS

Hygiene: Transport and venues must be clean, hygienic and in good repair. Access and toilet facilities suitable for disabled participants if required. Food and fresh water are readily available.

First Aid: Prompt first aid must be given when necessary. A current Basic Casualty Course qualification is sufficient. A first Aid kit must be available. Leader must keep a record of accidents/injuries and first aid measures taken.

Sun Protection: Refer to our Sun Smart Policy

Shelter: Ensure that adequate shelter is available.

Parental Consent: All parents/caregivers are to be provided with advanced notice of each excursion, with details of date, destination, times and transport.
Written consent must be obtained for each participating child. A signed form is a legal document and should be kept for 1 month after the excursion. Forms should also restate individual health and custody concerns. **Failure to receive consent**—same day verbal consent by phone may be considered acceptable.

**Roll Call:** The procedure should be as follows:
- On leaving the centre
- On arrival at the destination
- On leaving the destination
- On returning to the centre.

All parents and caregivers leaving during the excursion should inform the Director or teacher.

**Emergency Plan:** This will vary according to the excursion but in almost all cases some form of First Aid Kit is advisable. Water for drinking must be available, and the use of a private car.

**Reference:**

**Legislation**
- *Equal Opportunity Act 1984 (SA); Children’s Protection Act 1993 (SA); Child Care Act 1972 (Cth)*
- DECS Camps and Excursion Guidelines.

Signed:……………………………

Preschool Director

Ratified: …………/…………../2008  Review Date: ……………………………………….