St. Joseph’s Preschool Hindmarsh

POLICY DOCUMENT

Excursion Policy
Regulation 168
The purpose of this document is to clearly define to the Preschool community, staff and board, the responsibilities and procedures necessary to ensure the safety of all children when leaving the Preschool premises.

Responsibilities prior to the excursion
A risk assessment will be carried out by staff in line with CESA requirements. All staff will explain to the children, the reasons for the excursion and what they can expect to see and do. Staff will highlight and reinforce safety practices such as staying seated on the bus, keeping close to an adult and listening to prearranged signals such as a bell.

- Distribute permission slips and ensure their return with signed consent
- Ensure health information is accurate
- Ensure contact numbers are up to date
- Make any payments required before the day of the excursion

Staff
- Will inform leadership of the intent of the excursion, proposed destination, intended activities, outcomes and cost.
- Will organise all arrangements including booking and confirming transport and venue details.
- Inform parents at least two weeks prior of all details related to the excursion and seek written permission.
- Prepare a master list of children attending.
- Ensure a ratio of 1 to 5 children per adult. An adult may be a staff person or a volunteer. The staffing ratio of one paid staff member to every 11 children will be maintained on all excursions.
- Consider whether volunteer parent help is needed. If a volunteer has not undergone a police clearance, they will not be able to attend the excursion.
- Consider whether the excursion is suitable for siblings.
- Will inform parents of items that may be needed such as lunch, a drink, hats, a jacket etc.
- Provide a first aid kit, sunscreen if needed and bring medications for children with a health care plan and a mobile phone.
- Provide a list of emergency contacts for children to staff members.
- Provide all adults with a schedule of the excursion.
- Inform parents as soon as possible of any changes and/or cancellation.
- **Ensure that only children whose parent/caregiver have provided written permission will be allowed to go on the excursion.**
On the day

- All children will be given the opportunity to use the toilet prior to departure.
- All children will wear a tag identifying them as belonging to St Joseph’s Preschool (no names).
- All staff and volunteers will wear a name tag
- All medications, first aid kits, emergency contact and attendance lists must be packed and accessible.
- In the case of an accident, illness or medical emergency a staff member will phone an ambulance if deemed necessary and contact parent/caregivers. The school will also be notified.
- All children are to be supervised at all times. If a child needs to go to the toilet they must be under the supervision of a staff member or their parent if he/she is in attendance.
- During the day children will be counted when leaving the Preschool, at the place of the excursion and prior to leaving the excursion.

Parent/ Caregivers are responsible for

- Reading the excursion details
- Informing the preschool of any potential issues affecting child safety (eg special diet, medication).

Parent volunteers are asked:

- To inform a staff member immediately if a child is hurt, appears unwell, is distressed or has challenging behaviour.
- To inform a staff member if a child needs to use the toilet.
- Not to leave any child unsupervised.

Philip Schultz
Principal

Anne Burke
School Board Chairperson

Dated: June 2015