

EXCURSION POLICY

PURPOSE:

Elder Street's aim is to provide children with excursions into the community to extend their experiences beyond those offered at the centre. Elder Street's excursion program aims to offer children opportunities to experience in a relaxed and enjoyable atmosphere which is both safe and stimulating to the children, staff and families attending.

IMPLEMENTATION:

Staff are responsible for thorough organisation of each excursion including investigating transport requirements, determining total cost of the excursion prior to the event, and establishing the availability of facilities required throughout the excursion eg, place to eat, toilet and hand washing facilities, access to drinking water, sufficient shade in hot weather etc.

- Child/adult ratios of 1:4 for excursions set down by the Department of Community Services must be maintained at all times.
- Consideration needs to be given to the age and the experience of the children involved, the length of the outing, the methods of transport and the previous excursion experience of the adults, when determining the adult child ratio for each outing.
- The Director will appoint persons in charge for each outing.
- Each child attending an excursion must have the written permission of a parent or guardian, unless no major roads are crossed or transport used.
- Children must wear (in a visible location) a picture coded identification badge sticker which indicates the name and contact number of Elder Street.
- Every adult is allocated a picture badge which corresponds with the group they are responsible for.
- Children should be dressed in appropriate clothing considering the weather and activity of the excursion.
- Sturdy footwear should be worn (thongs and gum boots are not acceptable)
- Sufficient food and drink must be provided. Staff will take a small first aid kit including ready to use antiseptic, a cream for bites and stings, bandaids, a small bandage and gloves. Wet ones, tissues, spare clothing and a towel should be included along with nappy changing requirements where necessary.
- Staff should carry sufficient cash to cover the cost of the excursion and extra in case of an emergency.
- A mobile phone must be taken on the excursion.
- Children are to be organized into groups well in advance of the date of the excursion.
- The groups are coded for easy identification. Adults are responsible for the careful supervision of their group of children.
- Crossing of roads must be taken with care. Children should be reminded constantly about street safety while on and prior to the excursion.

- When it is not possible or appropriate for the whole group to move together, small groups should be organized including two adults (staff/volunteer).
- Before small groups disperse, a meeting place and time is to be organized for the larger group to meet back together.
- When getting on and off a bus, staff are to arrange themselves so that one staff is first on/off to ensure not child is left behind. Staff should be fully aware of the timetables of transport to be used and carry current schedules with them to avoid unnecessary waiting time.
- Adults are aware of the number of children in the group and assist in counting the larger group at regular intervals.
- In the unlikely event that the small groups become separated, adults are to meet back at the designated meeting place as soon as possible.
- In the event that the excursion is delayed and will be running late returning to the centre, the centre is to be advised of the approximate time of arrival.
- If an emergency occurs, the person in charge of the excursion is responsible for making alternative arrangements to ensure the safety and well being of the children and contact the centre as soon as possible.
- There is to be no change of the planned itinerary of any excursion (as indicated to parents on the permission notes) unless the person in charge of the excursion decides that it is necessary for the safety and well being of the children.
- Parents must be advised of any incident or change of itinerary on the day of the excursion where possible.

Developed: 14 February 2005 by M Duffy-Fagan
Reviewed: 1 May 2006
Source: Children's Services Regulation 2004

EXCURSION FOLDER

Instructions for Teachers:

The centre's policy must be read by all staff and volunteers prior to the excursion. The day before the excursion the following must be enclosed and/or completed and returned to the director.

Tick if included/completed:

- A list of all children attending the excursion (the list should be divided into groups of four and a staff/volunteer allocated to each group)
- All the completed consent forms
- Notified Food Manager and make arrangements for meals
- A completed group role (marked immediately prior to departure)
- Research and information gained on the excursion destinations' undercover facilities

NAME OF EXCURSION:

STAFF MEMBER IN CHARGE:.....

SUPERVISING TEACHER/PARENTS:

.....

.....

Cited and approved by the Director: Date:

Evaluation of Excursion:

Supervision:

.....

.....

Food & Drink provisions:

.....

.....

Time Management:

.....

.....

Parental Involvement:

.....

.....

