

## EXCURSION POLICY

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

- An authorisation to include each child in short local walks under educator supervision will be included on the enrolment form.
- Parents/caregivers are required to sign a consent form before their child can go on an excursion. Verbal authorization will not be accepted.
- Any excursion requiring children to be taken further from the centre (e.g. to the city, zoo, Tri-skills etc.) will be planned well in advance and a separate consent form will be issued.
- Appropriate safety requirements for excursions are determined by educators, depending on the type of activity and age of the children.
- A list detailing the number of children and educators, destination, time etc. will be left at the front desk before any excursion.
- A risk assessment will be carried out prior to any excursion and discussed with the children if age appropriate. This will also be displayed for parents to view in the children's room.
- A qualified educator will be present on all walks and excursions.
- A minimum of two educators will be present on all walks/excursions which occur outside the Centre and Charles Campbell College grounds.
- The educator/children ratio for all major excursions will be as per the Education and Care Services National Regulations 2011.
- Educators will evaluate each excursion in their term review, assessing supervision issues, the appropriateness of the excursion and how it supported the curriculum.
- At least one educator attending the excursion will have a current first aid certificate.
- The il nido mobile phone will be taken at all times including local walks and excursions.

***If you require further information regarding any of our policies, go to [www.decd.sa.gov.au/](http://www.decd.sa.gov.au/)***

### ***In accordance with Quality Area 2: Health and Safety***

To safeguard and promote children's health and safety, minimise risks and protect children from harm, injury and infection. All children have the right to experience quality education and care in an environment that provides for their physical and psychological wellbeing and provides support for each child's growing competence, confidence and independence.

Element 2.3.1 Children are adequately supervised at all times.

Element 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Element 2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

[www.acecqa.gov.au](http://www.acecqa.gov.au)

Sources:

Education and Care Services National Regulations 2011

<http://www.decd.sa.gov.au/childrensservices/default.asp?web=childrensservices&group=policies&id=excursions>

**Reviewed:** February 2017

**Next Review:** February 2018

**Reviewed by:** il nido Children's Centre

Sources:

Education and Care Services National Regulations 2011

<http://www.decd.sa.gov.au/childrensservices/default.asp?web=childrensservices&group=policies&id=excursions>