

Excursion Policy

Rationale

- Excursions can add valuable real life experiences to ideas being discussed at Kindergarten.

Guidelines

When an event involves children being away from the kindergarten there are many things to consider.

- Can the educational merit of the event be communicated to parents? This may be a note on the verandah when a short walk to the park is planned or a detailed note with consent sought for a more complex event such as a bus trip and walk through the Botanic Gardens.
- Use of the [Excursion Risk Management Plan](#) to document details of the event is required for each event when children are learning away from the kindergarten. This document safeguards against emergency events by identifying a co-ordinator and their mobile phone contact details, first aid arrangements, list of children involved with their contact and medical information, a list of adults participating and their contact details, emergency services phone numbers.
- The Sun and Hot Weather Policy applies to all outdoor excursions.
- The Volunteer Guidelines apply if volunteers are assisting during an excursion.

Procedures

- Children are asked to assemble to be given instructions about having a drink of water, going to the toilet and having their name marked on a roll.
- Adults who are attending will gather materials required as described in the guidelines such as first aid kit and mobile phones.
- Adults and children are given instructions about safe behaviour during the excursion. This may include ways to keep together such as holding hands and having adults at the front middle and end of a group of walking students.
- It may be appropriate to pin a badge or stick a sticker to children's tops identifying them as part of Pooraka Community Kindergarten with a phone number for the co-ordinator.
- A head count is taken before moving away from the centre and is repeated at intervals and upon returning to the centre.
- Prior to leaving the centre a check of all rooms is done by a staff member to make sure no-one is left behind.
- A note is left on the front gate alerting visitors to the time of our return.
- At the conclusion of an excursion, students will be dismissed in the usual way from inside the centre by a staff member.
- Only staff members may assist children to use toilets when away from the centre.