



Excursions and Events Policy

PURPOSE

This policy will provide guidelines for the planning and conducting of appropriate and safe excursions and events at Black Hill Kindergarten.

Refer to National Quality Framework Guide 2013 Area 2

Policy Statement

All excursions undertaken by Black Hill Kindergarten shall be planned, with reference to the Early Years Learning and Development Framework in conjunction with the National Quality Standards, appropriately supervised, and supported by written parental or guardian permission. All excursions will have a risk management plan completed prior to the event. In the case of families not providing consent for excursions, the Kindergarten will provide alternative arrangements for the child/ren to return home for the day or go up to the Black Hill Primary School in the care of qualified teaching staff under the supervision of the Principal / Assistant Principal until they can be collected by parents to take home or for the duration of the excursion.

Attempts to contact the parent/carer/authorised person will be made until the excursion departure time and then followed up by the school.

The Black Hill Kindergarten is committed to:

- Providing opportunities for children to explore the wider community as a group and extend on the educational program provided at the Kindergarten
- Ensuring that all excursions and events are accessible, affordable and relevant to children's needs and interests
- Ensuring that the health, safety and wellbeing of the children are met and that all relevant requirements of the Children's Services Regulations 2009 and the *Children's Services Act 1996* are complied with during excursions and Kindergarten events.

Excursions and events are planned to extend on the children's educational program and current interests. The purpose and educational value of each excursion or event must be clearly stated in communication with parents and the committee, and include clear procedures to be followed prior to and during an excursion or event.

Definitions

Adequate supervision: In relation to this policy, refers to when every child enrolled and attending an excursion or event is supervised constantly, actively and diligently. This involves ensuring staff members are always in a position to observe each child, respond to individual needs and able to immediately intervene if necessary.

Event: A special activity, visitor or entertainment that may be conducted during session time at the Kindergarten.

Department of Education and Early Childhood Development (DET): The state government department responsible for the funding, licensing and regulation of children's services in Victoria.

Excursion: Any occasion, other than a medical emergency, when children are removed from the premises of the Kindergarten by staff member/s, with the written authorised permission of the person named on the child's enrolment record as having lawful authority to authorise the taking of the child outside the premises by a staff member.

Proprietor: In relation to the Kindergarten, includes the owner of the Kindergarten, the primary nominee and any person who manages or controls the Kindergarten.

Qualified staff member: A staff member who is a teaching staff member (minimum early childhood teaching degree or equivalent approved by the secretary of the department), or an approved two-year full-time or part-time equivalent post-secondary early childhood qualification or equivalent.

Routine outings: Regular trips that may include trips to the local library or nearby schools.

Supervision: In relation to this policy, refers to observing and relating to individual children and groups of children in a manner that contributes to protecting children from hazards

Staff member: In relation to the Kindergarten, means a person aged eighteen years or more and who is employed, or has been appointed or engaged to be responsible, for the care or education of children at the service. All staff are required to have a minimum Certificate III (or approved equivalent) in children's services and first-aid, including anaphylaxis training.

Related Policies and Sources

Sources

- DET, *Children's Services Guide*
- Victorian Legal Aid and DHS 1999, *Legal Aspects of Child Care: A Guide for Workers in Child Care Centres, Preschools and Parents*, available online at www.eduweb.vic.gov.au
- Administration of medication
- Anaphylaxis
- Asthma
- Behaviour guidance
- Code of conduct
- Delivery and collection of children
- Emergency management
- Food safety
- Healthy eating and active play
- Hygiene

Kindergarten policies

- Illness
- Incident and medical emergency management
- Inclusion and equity
- Non-smoking

- Occupational health and safety
- Program participation
- Sun protection
- Supervision

Procedures

Authorising the excursion

The committee is responsible for approving an excursion/event that will include the consideration (risk assessment).

- Budget implications and the cost of the excursion/event to the Kindergarten (refer to [Attachment 1](#), 'Planning an excursion/event')
- The number of children to participate in the excursion/event
- The number of staff/adults required to attend (this may be influenced by the need to cross a major road, security at the destination, ages of children attending, timing—early or later in the year, or the use of public transport on an excursion)
- The potential disruption to normal program times on the users of the Kindergarten
- Any changes to the usual working arrangements of staff due to the excursion/event, in accordance with the appropriate awards or agreements, such as payment or time in lieu
- The provision of facilities at a proposed destination, including toileting, access to water, shade, safety considerations such as proximity to water, roads, bush or crowds, and occupational health and safety.

The qualified staff are responsible for submitting a written request (see [Attachment 2](#), 'Submission to committee for approval'), **at least four weeks prior** to the proposed excursion/event. If a Committee meeting is not scheduled during this time, a submission should be made to the Executive Committee Members for consideration. Submissions should detail:

- Date, time and destination (if applicable)
- How the excursion/event relates to the education program provided for the children and the value of the excursion/event, including objectives, proposed activities and desired outcomes of the excursion/event
- How staff will ensure that appropriate hygiene practices will be maintained, such as availability of hand-washing facilities at the excursion location, and identifying the strategies the service will implement; that is, if there is no running water service, staff may use antiseptic gels
- How staff will manage the toileting requirements of the children during an excursion
- Proposed method of transport for an excursion
- Proposed staff and adult-to-child ratio for the excursion/event
- Cost of the excursion/event, including staffing costs such as time in lieu
- Effects, if any, on the children's current attendance times
- Specific requirements and strategies that will enable any children with additional needs attending the program to participate in the excursion/event
- Strategies for communicating details of the excursion/event to all families, which may include brochures or notices in languages other than English.

Preparation for the excursion/event

The committee, in consultation with the qualified staff, are responsible for:

- Assessing the requirements for the excursion/event

- Booking the transport and venue/s or activity
- Informing parents/guardians of the details of the planned excursion/event and the cost, where appropriate (refer to Fees policy), at least three weeks prior to the excursion/event (see [Attachment 3](#), 'Excursion/event permission form')
- Requesting adult participation in the excursion/event, clearly stating if siblings will be able to attend and any parameters around that, such as age or number (parents to pay)
- Ensuring that parents/guardians are informed of the requirement to remain under the immediate supervision of the staff member
- Collecting completed permission forms (and, in the case of an excursion, ensuring each form has been signed by a person named on the child's enrolment form as having the authority to authorise the taking of the child outside the premises by a staff member) and excursion/event fee, if required, for each child participating in the excursion/event
- Arranging for a suitably equipped first-aid kit, mobile phone and sunscreen (if required) to be taken on an excursion to ensure that requirements are met
- Notifying parents/guardians of proposed ratios and informing them immediately of any change, or delay, to the proposed excursion/event

The qualified staff are responsible for:

- Providing adults who have volunteered to participate in the excursion/event with the aims and objectives of the excursion/event and the roles and responsibilities necessary for the smooth operation of the excursion/event
- Arranging for the all telephone numbers of any person who is to be notified of any accident, injury, trauma or illness involving a child, children's medical details including name and contact details of the registered medical practitioner or medical service, asthma kits or Epi-Pen kits (including medical management plans) to be taken on an excursion—this information is to be carried by a nominated qualified staff member at all times
- Ensuring, prior to an excursion, that the staff and adult-to-child ratio approved by the committee and communicated to the parents/guardians is met
- Cancelling an excursion if the staff and adult-to-child ratio is not met and notifying the committee and parents/guardians
- Arranging for a staff member, parent/guardian or a committee member to be available, if an excursion is late returning, to advise parents/guardians collecting children at the Kindergarten of the estimated time of arrival back at the Kindergarten
- Ensuring that only those children who have returned a completed permission form signed by a person named on their enrolment form as having the authority to authorise the taking of the child outside the premises by a staff member attend an excursion.

All staff are responsible for:

- Discussing with the children, the aims and objectives of the excursion/event, and items of special interest to them
- Informing parents/guardians of any items the children require for the excursion/event, such as hat, coat, sunscreen and snack.

Prior to and during an excursion/event

The qualified staff responsible for the excursion/event will ensure that:

- In the case of an excursion, parents/guardians/volunteers are provided with a written outline of the excursion to be carried with them at all times. This may include a list of children in attendance, a list of the names of staff in attendance, a telephone number to be used if they become separated from the group, a timetable for the excursion, and any other information identified by the Kindergarten as relevant to the excursion

- A list of those participating in the excursion/event is cross-referenced against the attendance book
- In the case of an excursion, the nominated staff member is carrying the first-aid kit, emergency contact details for each child, contact details of children's medical practitioner or medical services, mobile phone, sunscreen (if required), medications and medical management plans for children (if required), and a copy of the attendance
- Parents/guardians/volunteers assisting with supervision on the excursion/event remain under the immediate supervision of a staff member
- In the case of an excursion, the number of children and adults participating is monitored at regular intervals by checking children and adults against the list of those participating in the excursion
- In the case of an excursion, the staff member, parent/guardian or a committee member, who is delegated to notify parents/carers if the excursion has been delayed and will be late returning, is notified if this occurs.

All staff will ensure that:

- In the case of an excursion, children are provided the opportunity to use toileting facilities prior to departure
- In the case of an excursion, separate attendance list, including contact details, is taken on the excursion in circumstances where the sign-in book needs to remain at the Kindergarten
- In the case of an excursion, parents/guardians/volunteers are informed prior to commencing the excursion that if a child indicates the need to use toilet facilities, they are to notify a staff member. The staff member will attend to the toileting needs.
- Ensuring that parents/guardians/volunteers participating in the program are aware of persons who are staff members, such as staff members to wear name tags.
- In the case of an excursion, all children are to be clearly identifiable and supervised at all times during the excursion, such as, wearing personalised name badges.

Parents/guardians/volunteers are responsible for:

- Ensuring that they remain under the immediate supervision of a staff member at all times
- Informing a staff member immediately if a child appears to be missing from the group
- Informing a staff member if a child needs to use toilet facilities — the staff member will attend to the toileting needs
- Supervising and caring for other children in their care who are not enrolled in the program, such as siblings
- Complying with all Kindergarten policies while participating in the excursion/event; for example, Code of conduct, Sun protection, Non-smoking and Hygiene.

Evaluation

In order to assess whether the policy has achieved the values and purposes, the committee will:

- Assess whether issues/concerns raised in relation to excursions/events were resolved
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parents'/guardians' survey
- Take into account reports from staff and parents regarding the policy
- Evaluate the value of excursions/events to all children at the Kindergarten
- Evaluate the effectiveness of completing a risk assessment for each excursion/event.
- [Attachment 1](#): Planning an excursion/event
- [Attachment 2](#): Submission to committee for approval
- [Attachment 3](#): Excursion/event permission form
- [Attachment 4](#): Volunteer participation form
- [Attachment 5](#): Risk Assessment

Endorsement

This policy was adopted by the Black Hill Kindergarten Committee of Management at a committee meeting on 19/06/2013.

Reviewed and adopted 2017

BLACK HILL KINDERGARTEN EXCURSION NOTIFICATION AND PLANNER



Corner Sherrard and Foley Streets, Ballarat, 3350 Tel (03) 53 327849

Planning an excursion or event- Excursion Risk Management Plan

Purpose of excursion (must be educational):	Date/s of excursion:
Venue, address & phone (include name of contact person at the venue if applicable):	
Proposed activities:	
Groups/classes participating:	
Teacher in charge:	Contact phone number:
Other staff names:	
Approved adults names including additional staff and parent volunteers:	
No. of students attending:	Student/staff ratio:
Bus company:	
Details of other form of travel (No. of and details of vehicles and drivers):	

Excursion details:

Have arrangements been made for – (circle)

List of children attending the excursion	YES	NO	N/A
Contact details and medical information for each child	YES	NO	N/A
Arrangements made for non-attendees?	YES	NO	N/A
Is a parent notification and permission form to be sent?	YES	NO	N/A
Is a medical emergency permission form to be sent home?	YES	NO	N/A
First Aid Kits	YES	NO	N/A
Children to wear hats, sunscreen	YES	NO	N/A
Do children require lunch/drinks/snacks	YES	NO	N/A

SIGN AND DATE

KINDERGARTEN COMMITTEE APPROVAL



Submission to committee for approval

This form is to be completed by the qualified staff member and given to the committee of management at least four weeks prior to the date of the proposed excursion or event.

Venue of proposed excursion/event:

Date:

Starting and finishing times of proposed excursion/event:

How does the excursion/event affect children's normal hours of attendance at the Kindergarten?

How does the excursion/event affect the staff's hours of attendance at the Kindergarten?

What is the educational value of the excursion/event to the children's program? (learning objectives, activities and desired outcomes)

Cost of the excursion/event for each child:

Number of paid staff attending the excursion/event:

Number of children attending:

No. of additional adults attending:

Children to adult ratio:

Toilet facilities available?

Method of transport?

Teacher's name (Print): _____

Teacher's signature: _____ Date: _____

Committee of management approval: _____ Date: _____

KINDERGARTEN EXCURSION PERMISSION FORM



Date: _____

On the _____ will be going on an excursion to

The excursion will leave from _____ at _____ and return to _____ at _____, and the children and adults involved in the excursion will travel by _____.

There will be staff members participating in the excursion, as well as adult/parent/guardian volunteers. The overall adult-to-child ratio will be _____.

All parents/guardians/volunteers participating in the excursion/event, will be under the direct supervision of a qualified staff member while assisting in the supervision and care of children on the excursion. All adults attending have up to date Working With Children's Checks.

Siblings of children attending the Kindergarten will _____.

The cost of the excursion is _____.

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I give permission for _____ (child's name) to attend the excursion

to _____ on _____ with _____.

Name of persons to be notified of any accident, injury, trauma or illness involving your child:

Contact Name _____ Contact Name _____

Contact Number: _____ Contact Number: _____

Relationship to child: _____ Relationship to child: _____

Name of medical practitioner: _____ Contact details: _____

I can/cannot assist with supervision of this excursion.

Print name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

VOLUNTEER PARTICIPATION FORM



Dear Parent/Volunteer,

Thank you for offering to help with the _____ on _____
.During the excursion/event you:

1. Will remain under the immediate supervision and follow the directions of a qualified staff member at all times
2. Will be provided with information prior to the event about the educational objectives and your responsibilities in regard to the children participating in the excursion/event. You will be provided written details of information relevant for the excursion/event (for example, phone number if you become removed from the group, names of staff members and time table for the day's events)
3. Must have a current Working With Children's Check.
4. Are expected to comply with the requirements of Kindergarten policies, such as Non-smoking, Sun protection and Code of conduct, during the excursion/event. If you have not seen these policies, they can be viewed on the noticeboard in the main entrance or copies can be made available for you
5. Will be asked to provide emergency details for yourself prior to the excursion/event and permission for the staff in charge to seek emergency medical treatment and or an ambulance service on your behalf if required
6. Required to check children numbers regularly and alert qualified staff of numbers and/or if children are missing
7. Advice qualified staff of any children who require toileting assistance



I, _____, understand and accept the responsibilities and conditions as noted above, and agree to volunteer for the above event/excursion.

I understand that I will be under the immediate supervision of staff members in charge of the excursion/event, and authorise the qualified staff member in charge to seek emergency medical treatment or ambulance transport on my behalf if required.

My contact person to be notified in case of any emergency is:

Contact Name _____ Contact Name _____

Contact Number: _____ Contact Number: _____

Relationship: _____ Relationship: _____

Contact phone number on this day:

Contact details of medical practitioner or medical service: _____

Print name: _____

Signed: _____ Date: _____

The committee, staff and children of Black Hill Kindergarten thank you for assisting with our excursion/event. Your assistance is highly valued and appreciated: Working With Children Check – copy is at the Kindergarten.



RISK ASSESSMENT for SAFE EXCURSIONS

Corner Sherrard and Foley Streets, Ballarat, 3350 Tel (03) 327849



Excursion Risk Management Plan

Destination:			Date/s of excursion:	
PRIOR TO EXCURSION:				
Excursion site visited?	Safe drop off point at site?	Details of emergency procedures?	Safe rest/eat point? Shady/sheltered?	
Cost per child:	Payment method:	Number of children attending:	Number of adults attending: Number of staff attending:	
Proposed program of activities:				
TRANSPORT PLAN:				
Mode	Company name	Contact details	Pick up point	Time
Is there shelter at each point where you will be waiting for transport?				
EXCURSION NOTICE AND PERMISSION FORMS: Have all these been included and copied?				
Destination of excursion				
Date and time of departure and return				
Description of activity/ program				
Reminder notices displayed				
Notification of cost				
Parent note of details for food, sunscreen, clothing, drink bottle etc.				
Parent permission form				
Medical forms/ asthma plans				
Invoices/cheques required for payments to venues				

SIGNED Teacher in charge _____ date ----/----/-----

