



## Excursion Policy (CHS 12)

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### Policy Rationale

Cooks Hill Preschool will minimise the risk of accidents and injuries during excursions; respond effectively to emergencies; and promote road safety awareness in children.

### Strategies, Practices and Procedures

- A Risk Assessment must be completed before undertaking any excursions. This must identify and assess risks that the excursion may pose to the safety, health or well being of any child being taken on the excursion. The Risk Assessment must then specify how the risks will be managed and minimised.
- A Risk Assessment must consider the proposed route and destination, any water hazards and subsequent risks, the transport method, the number of adults and children involved, the appropriate number of educators required for supervision, the proposed activities and duration, and any items required. Regular excursions such as our library excursion will require a risk assessment to be completed annually.
- Staff will follow the same strategies, procedures and route each week.
- Ensure that staff and children have adequate training period for excursion conduct. For this reason, our regular library excursion will not commence until Term 2.
- Ensure the Preschool has a long-term, specific consent form for the weekly excursion. This consent must be obtained annually.
- Ensure staff ALWAYS carry a mobile phone, first aid kit, current parental contact information and a copy of that day's attendees.
- Ensure that each staff member maintains the usual routine, with the Nominated Supervisor supervising children whilst undertaking traffic control measures.

- Ensure the children are exposed to resources from the “Kids & Traffic” program.
- Children will not be taken off the premises without written parental authorisation.

#### **Links to Legislation & National Quality Standards**

- Guide to the National Quality Standards: 2.3
- Education and Care Services National Regulations. 100-102, 168

#### **Links to other Policies**

- Sun Protection Policy (CHS 3)

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**Policy Updated:** \_\_\_\_\_JULY 2013\_\_\_\_\_