

<b>Redhills Community Kindergarten Inc</b>	<b>Policy</b>
	<b>Policy Category: Health &amp; Safety</b>
	<b>Policy Name: Outings &amp; Excursions</b>

The purpose of this operational policy is to ensure children's safety during outings and excursions.

## Position Statement

Outing and excursion planning includes risk assessment, ensuring adequate adult: child ratios and gaining parental consent.

## Issue Outline

Outings and excursions are an integral part of our programmes. They extend children's knowledge of their world and create new opportunities for learning. Safety is of paramount importance when leaving the familiar centre environment.

## Detail

1. Planning for each outing and excursion includes setting ratios, route mapping, risk assessment, method of travel and names of adults and children. The planning is detailed in the outing book which is available to all parents.
2. Teachers will not deviate from the planned outing route.
3. Teachers take a first aid kit, cell phone, and all other necessary supplies on all outings and excursions.
4. We gain written permission from parents at the time of enrolment for spontaneous outings and excursions. These include outings to local parks, libraries, fire stations, and neighbouring schools within a comfortable walking distance from the centre.
5. We notify parents of any outings or excursions planned for the children via the parents' notice board and the outings book. Parents are given the cellphone number that staff carry so that they contact staff while on an outing.
6. Before leaving on a planned excursion we gain written permission from parents. They sign the outing book.
7. We maintain appropriate ratios to match children's ages and abilities and government regulation ratios.
8. Parents will be required to meet the cost of any special outings or excursions. Notice will be given of any cost involved and this money should be paid prior to the outing. Children will not be excluded from outings because a parent cannot afford the outing.
9. If required due to children staying back at the kindergarten. We ensure adequate staff remain in the centre.
10. Staff may take children for walks on their own or in pairs, for instance, to a local shop, if the senior staff member considers this appropriate and safe.

## Alignment with Other Policies

- Accidents & Illnesses

## Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

- **HS17:** - A record of outings or excursions. Records include –
  - The names of adults and children involved;
  - The time and date of the outing;
  - The location and method of travel;
  - Assessment and management of risk;
  - Adult: child ratios; and
  - Evidence of parental permission and approval of adult: child ratios, which may have been provided at enrolment for spontaneous or regular outings, as long as some general assessment of risk has been undertaken and information is provided to parents regarding the circumstances/rational of the outings.

## Impacts of Policy on Staff, Parents and Children

Parents need to be comfortable with, and aware of, where their children are and who they are with at all times. Conditions during outings and excursions need to be safe and appropriate.

## Alignment with the Philosophy of Redhills Community Kindergarten Inc

This policy is aligned with our centre's philosophy.

## Implications and/or Risks for Redhills Community Kindergarten

Failures to comply with this policy can lead to serious harm which jeopardises the centre's reputation and even the reputation of the early childhood sector.

## Implementation

Outings are planned at staff meetings. The Manager checks that procedures are followed.

## Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	Committee
<b>Date:</b>	June 2024
<b>Review Date:</b>	July 2025
<b>Consultation Undertaken:</b>	