



EXCURSION PROCEDURES POLICY

Policy Statement

Incursions and excursions are incorporated as a part of the program at Kurralta Park Community Kindergarten and are arranged to enrich the experiences of the children based on our curriculum. Parental permission is sought for all incursions/excursions, organised in accordance with and to comply with Department for Education (DfE) procedures and the National Quality Framework 2025 ACECQA based on the National Law and regulations.

Legislative Requirements

National Quality Framework 2025– National law and Regulations Act 2011

Australian Workplace Safety Standards Act 2005

Work Health and Safety Regulations 2012

Work Health and Safety (SafeWork SA) Act 2012

Who is affected by this policy?

Educators

Families

Children

Directors Responsibilities

The Director is responsible for overseeing the implementation of the following policy and procedures to ensure that the:

- DfE & Kurralta Park Community Kindergarten Excursion Policies & Procedures are followed.
- Kurralta Park Community Kindergarten Excursion Checklist is implemented for each excursion.

Volunteer Assistance

The staffing ratio of 1:11 children or part thereof, determined by the number of children attending is always maintained. However, for excursions the ratio of adults to children will be 1:6 to ensure adequate supervision, allowing for the risks. 1:1 may be required for individual children that require added supervision to ensure their safety. At the discretion of the staff team, expressions of interest to assist may be sought from the preschool community.

Excursion volunteers must be over the age of 18 years.

The allocation of volunteer places is at the discretion of the Director based on the following priorities:

- parent/carer of child with additional needs.
- one parent/carer per family.
- Parent/carer who has not participated in excursion previously.
- Volunteers must not take siblings - priority is supervision of Kindergarten children
- Staff are always responsible for toileting, change of clothing and administration of medication

Procedures and Actions

1. The excursion planning must reflect consideration toward predictable conditions and hazards that may be encountered. A risk assessment is developed, and the information is shared amongst the staff team.
2. Children may not be transported in private vehicles.
3. All excursion costs are met in the excursion fee charge unless prior agreement with Governing Council.
4. Excursions are appropriate for the children and provide learning outcomes based on the curriculum.
5. Excursion information is shared to all parents/guardians with full details of destination, method of transport, times of departure and return, activities to be undertaken, snack and lunch arrangements; staffing and volunteers and any instructions or special items children are required to bring.
6. The children wear their kindergarten hat, a high visibility vest and sun cream if applicable.
7. Excursions require a consent form signed by the parents/guardians along with a parent contact number.
8. The correct adult 1:6 child ratio is adhered to. Planning for children with special rights may require additional support adults.
9. Any changes to excursion plans must include advising all parents/carers.
10. On outings from Kurralta Park Community Kindergarten, the children will be in the charge of a responsible staff member.
11. In determining adult: child ratio for each outing, the following will also be considered:
 - the age and abilities of the children.
 - the destination and length of the excursion.
 - the mode of transport.
 - the previous experience of the accompanying adults.
12. On excursions, educators will take a first aid kit; a list of all children's names & family contact details accessible on the kindergartens mobile phone, and all allergies information and medications.
13. Should a child require medication while on an excursion, the usual service procedures will be followed.
14. The staff team will complete the Checklist to assist in planning excursions.

Initial Planning -

- Once an excursion is planned, a Risk Assessment is developed according to DfE requirements. (see appropriate form).
- Bookings for excursions for Terms 1 - 4 of that year are made during the two staff preparation days at the beginning of the year ***if at all possible***. Bookings include all aspects, for example the excursion destination and transport.
- Bookings are confirmed in writing within 1 week of any telephone/verbal bookings.
- Parents are provided with a detailed excursion form to provide their approval at least 1 month before the excursion occurs.

7 - 1 Day Prior to Excursion -

- All educators are briefed with a detailed risk assessment before each excursion. The plan must include action strategies, effective communication techniques and awareness of dangers relating to the excursion. This includes weather precautions i.e., protection from the sun, undercover area for protection from rain and cold.
- A first Aid Kit is prepared/checked and taken on each excursion. A First Aid Kit is provided for each group if the children are separated into small groups.
- Ensure that medical records and special medication are taken on the excursion.
- Ensure that all consent forms have been signed and returned.

- Ensure that the mobile phone and roll detailing the children present is taken on the excursion.
- Children are allocated to an adult, considering individual child requirements and group dynamics.

On the Day -

- Ensure that current enrolment records, the mobile phone, medical information, emergency numbers and attendance details are available on an excursion.
- Ensure that attendance records are accurate. Attendance records must be signed at arrival and departure times by an authorised person (trained Staff Team member).
- Attendance calls are mandatory - on arrival at preschool, prior to leaving site and prior to each boarding of transport. Regular head counts at regular intervals are also necessary, at the discretion of the Director and/or Teacher.
- Children must wear hats and have sunscreen applied prior to leaving preschool - if necessary and wear centre identification.

After the Excursion -

- Staff Team to review and evaluate excursion.

Sources

National Quality Framework 2025 - National Law and Regulations

Work Health and Safety Regulations 2012

Work Health and Safety (SafeWork SA) Act 2012

RHMRC. Staying Healthy, 6th edition, National Health and Medical Research Council 2024

DECD. Health Support Planning in Education and Children's Services 2021

DECD Camps and Excursion Guidelines for Schools and Preschools

[Camps and excursions guidelines for schools and preschools](#)

[Camps and excursions procedure](#)

POLICY REVIEWED BY STAFF TEAM ON 31/01/2025 AND THE GOVERNING COUNCIL 01/07/2025

NEXT REVIEW: July 2026