Policy 3.4

Excursions

The Two Wells Community Children’s Centre considers that excursions may be arranged to provide a broad range of learning experiences for children.

Whenever children are taken out of the centre we will conduct an excursion risk assessment and written consent will be sought from parents for all children.

If it is a regular excursion for example to the TW Primary School we will do a risk assessment annually and seek consent annually for this excursion. On the days we intend to do the excursion there will be a sign with the relevant excursion details for parents to view. If it is a one off excursion for example going to the zoo we will do a risk assessment and seek consent specifically for this excursion.

Parents/guardians will be fully informed of all excursions with the details of:

- The destination,
- Date and times of departure and return,
- Method of transport,
- Expected activities,
- Staff and volunteers attending,
- Any special items children will require
- Cost if required

There will be no change to the itinerary unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of the children.

On any outings from the centre, children at all times will be in the charge of a responsible staff member. The Director/Assistant Director will appoint a person in charge of each excursion, who will also be responsible for first aid supplies, sun protection for each child, and carry a mobile telephone so they can be contacted at all times. Emergency contact telephone numbers for each child, and records of any allergies and necessary medications will be taken on the excursion.

The service will ensure that any excursions away from the centre have appropriate Adult: Child ratio as per National Quality Standards and Regulations, and DECD.
Any volunteers at the centre for excursions over the age of 18 will be included in the Adult: Child ratio.

If the excursion is to a place where there is a significant hazard such as a large body of water, staff will adjust adult to child ratios according to the National Quality Standards and regulation.

Parents/guardians are asked not to send their child on an excursion if the child is feeling unwell, in the interest of everyone involved.

Children not participating in the excursion will not be cared for at the Centre if all our staff are attending the excursion. (eg no staff will remain to care for childcare or Preschool children not attending) The family will not be charged for non-attendance at Childcare in this situation

| Governing Council Member’s Signature: | ________________________________ |
| Director’s Signature: | ________________________________ |

Two Wells Community Children’s Centre’s Common Seal

| Date Reviewed: | 28th June 2013 |
| Next Review Due: | February 2015 |