



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

Excursions and Incursions Policy

Introduction

There is much benefit in providing each child with safe enjoyable and educational outings and visits which expand a child's experience and allow them to develop relationships with and explore their community and bring the community to the centre.

Goals - What are we going to do?

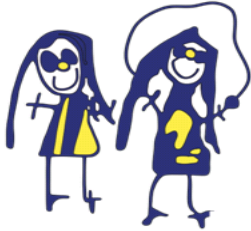
Excursions and incursions will be held at varying times of the year. Range in topic, depending on educational value, availability, developmental appropriateness, and appropriate weather.

Excursions will utilise public transport, or walking excursions as well as visitors to the Cubbyhouse. No child will be taken out of The Cubbyhouse without a written consent from the parent, signed and dated.

Broaden the children's understanding of their community and the wider community around them.

Strategies - How will it be done?

- A risk assessment will be completed prior to an excursion taking place to ensure the safety of all attending. After the excursion an evaluation will be completed to determine how the excursion was of value to the children and if any changes are needed should it be repeated at a later stage.
- Excursions and Incursions accessed will be of educational value, incorporating local services, such as the library, fire station and police. As well as visits to or from schools or farms, animal shows and musical performances.
- A First Aid Kit must be taken on all excursions and the children will be accompanied by a First Aid Certificate holder. The name of the proposed first aider will be provided to parents on the permission note. Ensure that the EpiPen® kits or medication for each child at risk of anaphylaxis are carried by a trained adult on excursions that this child attends.
- Ensure appropriate supervision of child/ren diagnosed as anaphylactic.
- Written parental permission will be given for all excursions separately. If it is a recurring/regular outing, authorisation will only be sought once every 12 months.
- For group excursions the usual educator to child ratios apply. The risk assessment undertaken may impact on the educator to child ratio actually utilised.
- Siblings of children attending with supervising adults will be taken into account in the risk assessment and will be counted in the appropriate ratio group.
- Parents will be informed in advance of the date and duration of the excursion; destination of the excursion; the reason for the excursion and activities that will occur during the excursion; the mode of transport and the travel details.
- At least one staff member will carry a working mobile phone and a list of the emergency contacts of all people attending the excursion, during the excursion for emergency contact, and staff remaining at the centre will record contact details for the destination of the excursion.
- Family members are encouraged to join children on excursions when possible.



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Statutory Legislation and Considerations

Education and Care Services National Regulations 2011

Regulations 100,101,102

National Quality Standards

QA1 - Educational program and practice

QA2 - Children's health and safety

QA4 - Staffing arrangements

QA5 - Relationships with children

QA6 - Collaborative partnerships with families and communities

QA7 - Leadership and service management

Early Years Learning Framework

Outcome 1: Children have a strong sense of identity

Outcome 2: Children are connected with and contribute to their world

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicators

Links to other policies

Acceptance and Refusal of Authorisations Policy

Anaphylaxis policy

Arrival and Departure Policy

Child Protection Policy

Children's Transition of Education Policy

Communication and Interactions with Families Policy

Curriculum Development and Programming Policy

Dental Health Policy

Emergencies and Evacuations Policy

Enrolment and Orientation Policy

Environmental Sustainability Policy

First Aid Policy

Governance and Management Policy

Inclusion and Cultural Diversity Policy

Inclusion of Children with Additional Needs Policy

Indigenous Australian Culture and Awareness Policy

Interactions with Children Policy

Medical Condition Policy

Nutrition Policy

Participation of Students and Volunteers Policy

Record Keeping and Retention Policy

Risk Management Policy

Road Safety Policy

Social Media Policy

Sunsmart Sun Protection Policy

Excursion Incursion - Data, Cubbyhouse Originals, Cubbyhouse Manuals, Policies



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Supervision of Children Policy
Water Safety Policy

Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)

Enrolment and Orientation Procedures

Maintaining records

Programming Guidelines

Safety Checks and Supervision Policy

Social Media Procedure

Staff Orientation Procedure

Links to forms/ resources

Data, Cubbyhouse Originals, Forms

❖ Centre Forms

- Excursion Incursion Risk Assessment Management Plan Form

Data, Cubbyhouse Originals, Resources

❖ Special days and fundraising excursions

- Excursion Permission Note Template

Data, Cubbyhouse Originals, Forms

❖ Family Forms

- Permission Form for Social Media Data

Developed 2003

Reviewed and Modified March 2009; Aug 2012 Nov 2013, Dec 2014, Feb 2015, August 2015, October 2015