

EXCURSION STRATEGIES

AIM

Kinma School aims to provide children with excursions into the community to extend their experiences beyond those of the school grounds. Such excursions increase the depth of learning and social context to which they belong. The aim is to offer children opportunities to share experiences in a relaxed, safe and enjoyable atmosphere.

EXPLANATION

An excursion is defined as an activity in which children are taken out of the school grounds to further engage in their learning.

Informal/routine outings

These are outings which are within walking distance of the School. Parents have signed permission for such outings on the enrolment form. Some of these outings include bush walks swimming, and triangle walk.

Excursions - where excursions are planned, the following implementation guidelines are observed:

- The staff member responsible for the excursion completes proposal form, risk assessment and letter to parents. As much as possible excursions are planned and booked ahead of time and are included in the date's section of the newsletters.
- At least five days' notice of excursion and itinerary is given to all parents/guardians. It is preferable to give longer notice, where possible.
- Name of first aid staff member with first – aid qualifications accompanying children identified.
- Signed permission slips received from parent/guardian.
- The permission noted must state the date of the excursion, the proposed destination, the method of transport, the activities to be carried out and the number of adult supervisors and names. There is a standard pro-forma that is available for use).
- A list of students attending the excursion is left at the Office prior to departure and a copy carried by staff.
- If practical obtain emergency contact numbers for children attending excursion.
- Where possible manager/other staff members are available for contact at the School with all emergency details.
- No departure from the planned excursion
- All children are equipped with clothing appropriate for the planned experience.
- In the unlikely event that small groups become separated, adults are to meet back at the pre-arranged meeting place as soon as possible.
- In the event that an excursion has been delayed and will be returning late, the staff are to contact the office and advice of approximate time of arrival. The office will contact families.
- If an emergency occurs, the person in charge of the excursion is responsible for making alternative arrangements to ensure the safety and well being of the students and contact the office as soon as possible.

INSURANCE

1. Any excursion planned must be consistent with the requirements /exclusions of the Public Liability Insurance Cover held by the School.
2. Any motor vehicles used for the purpose of transporting children on an excursion must be covered by an appropriate insurance policy
3. When cars are used to transport students on an excursion, the staff member in charge shall ensure -
 - that appropriate child restraints are used (sash belts) and safety booster seats
 - Those students under school age are accompanied by at least two adults. This is also the preferred method if numbers permit for all car travel arrangements.

OTHER DOCUMENTATION

Excursion Objectives and Risk Assessment Form (Z:/2014 Primary/Preschool proforma)

Excursion consent form (Z:/2014 primary/preschool proforma)

Student class/group list – contact details – updated copy held in office