



EXCURSION PROCEDURE FOR VOLUNTEERS

Aim:

To ensure all adults volunteering to help with excursions are aware of the important role they play in child safety.

Implementation:

- 1) Volunteers need to arrive at least ten minutes prior to departure to ensure smoothness in preparation of children for excursions.
- 2) Volunteers will be asked to carry some necessary items for excursion e.g. first aid.
- 3) The Responsible Supervisor will ask individual volunteers to stand with particular children thus ensuring the adults are dispersed evenly through the line of children. This is to allow for the most safety while walking. It is generally preferable that educators and volunteers do not hold children's hands; thereby allowing them to move quickly should a child move towards danger. (On some occasions a 1:1 supervision request may be put in place)
- 4) Children are required to stop at roads, while staff briefly discuss what we do when we get to a road. Volunteers are asked to help quiet the children for this time, as most children are very excited.
- 5) Volunteers are asked to remain with the children at all times where there is only just enough for the adult:/child ratio.
- 6) Volunteers are asked to stay for the entire duration of the excursion including the return to the Centre.
- 7) Where transportation is used, volunteers are asked to remain with the children when apart from the rest of the group, e.g. if a car arrives at excursion point first.
- 8) Staff will have rendezvous points on transport-required excursions.
- 9) Volunteers are to have completed and signed the document "Student/ Volunteer Agreement form" and a "Child Protection Statement of Assurance for Student/Volunteers" form. See Volunteer Policy.
- 10) Volunteers are asked to carry a mobile phone and provide their number to the Responsible Supervisor of the excursion.



On going EXCURSION AUTHORISATION FORM for local area excursions.

Regulation 102: Authorizations for excursions

We want to make it a regular feature of our program that the emergency services and other such vehicles and services visit our Centre annually. To access these vehicles we need to take the children into the car park. This constitutes an “excursion” for which we must seek your approval. To minimise the inconvenience of repeated notes we can seek your one off approval that will cover any occasion we take children into the car park to participate in an activity that is part of our program. This approval will stay with the child from enrolment until they leave the service.

When we can, we will inform you in advance that such an activity is planned and will of course report about it in Storypark. If it is a spontaneous opportunity, which may include things like tree lopping up the road, or a burst water main or other such events, we will inform you as soon as possible. We recognise and want to capitalise on the value of such incidental learning opportunities, as children come to understand how their world works, and would love to be able to respond to such events to make them valuable.

How will we address the 4 major risks?

1) Other vehicles enter the car park while children are in that space.

We close and lock the gate across the carpark.

2) Children wandering under the front fence onto the roadway.

The extra support person assigned to the excursion will position themselves between the children and the roadway at all times, having the sole purpose to ensure no child goes past the fence.

3) Exposure to the Sun.

Normal centre practices will continue with sun safe clothing, hats and sunscreen.

4) Foot Safety.

Children will need to put on the footwear provided by their family, before exiting the service. Thongs are not acceptable footwear at The Rumpus room unless they have an ankle strap.