



ECH007 – EXCURSIONS

POLICY CONTEXT

Willunga Waldorf School is a co-educational and gender-inclusive school. Its mission is to provide a Steiner education from early childhood to year 12, based on Rudolf Steiner's work. This education is driven by a deep understanding and respect for the developing and unfolding human being.

PURPOSE AND SCOPE

This document outlines Willunga Waldorf School's policy and procedures for managing excursions in the Kindergarten. These are in accordance with legislative requirements under the *Education and Care Services National Regulations*.

It applies to all Kindergarten and Reception staff (including volunteers and contractors), children and families at all times.

POLICY STATEMENT

At WWS Kindergarten, we aim to provide a rounded program that supports children's development in all areas. At times, this may take place through visiting places or spaces outside the Kindergarten grounds. However, as excursions take the child out of their usual routine and environment, they must be carefully considered and planned before they are implemented.

Children's safety, health and wellbeing is paramount, and all Kindergarten experiences, including excursions, will be conducted in a way that minimises and addresses any risks identified.

PROCEDURES

Excursions outside Willunga Waldorf School Grounds

1. The Kindergarten teaching staff will identify a possible excursion and complete an excursion risk management plan using the NQF "Risk assessment and management template – Excursions"
2. Staff will carefully plan the excursion according to the risk management plan. This includes but is not limited to:
 - a. Seeking parent consent in writing via the school's Consent2Go platform.
 - b. Preparing adequate provisions for first aid, food, drink, and extra clothing.
 - c. Assess the need for supervision (adult-to-child ratio) and identify parent helpers (if needed) to ensure a safe child-to-adult ratio. Parent helpers must comply with all legal and WWS requirements regarding child safety.
 - d. Identify if any specialist staff are required (e.g., learning support or someone with life-saving skills).
 - e. Carrying the preschool and/or personal mobile phones.

Excursions within Willunga Waldorf School Grounds

Children at our Kindergarten are regularly given the opportunity to venture outside the boundaries of the Kindergarten area, explore the wider school grounds on walks, or engage in extended nature play at Bush Kindy.

For such regular events, an annual risk assessment is carried out, and parent consent is obtained via the child's enrolment form.

First Aid

All Kindergarten staff are required to maintain current first aid qualifications that fulfil the criteria for working in an early childhood education and care setting.

POLICY ACCESS

Hard copies of policies are available to staff in the kindergarten office. Electronic copies are available on the SchoolStream parent and staff apps, which are free of charge. Hard copies can be made available to parents upon request. Families will be notified by email at least 14 days beforehand of any changes.

RELATED POLICIES, PROCEDURES, DOCUMENTS AND LEGISLATION

<p>Related School Policies, Procedures and Guidelines</p>	<ul style="list-style-type: none"> • HS001 – Child Safe Environment Policy • HS015 – Administration of First Aid • HS016 – Managing Medical Conditions • EM001 – Critical Incident Management • GOV005 – Privacy Policy
<p>Related Legislation and Regulatory Requirements</p>	<p>National Quality Standards (NQS):</p> <ul style="list-style-type: none"> • QA1.1 Program. The educational program enhances each child's learning and development. • QA2.2.1 Supervision. At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. • QA4.1.1 Organisation of educators. The organization of educators across the service supports children's learning and development. • QA7.1.2 Management systems. Systems are in place to manage risk and enable the effective management and operation of a quality service. • QA7.2.2 Educational leadership. The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle. <p>Education and Early Childhood Services (Registrations and Standards) Act 2011;</p> <ul style="list-style-type: none"> • Section 165, Offence to inadequately supervise children. • Section, 167, Offence relating to protection of children from harm and hazards. <p>Education and Care Services National Regulations (2011):</p> <ul style="list-style-type: none"> • Regulation 89 First Aid Kits • Regulation 90 Medical conditions policy • Regulation 99 Children leaving the education and care service premises • Regulation 100 Risk assessment must be conducted before excursion • Regulation 101 Conduct of risk assessment for excursion • Regulation 102 Authorisation for excursion • Regulation 122 Educators must be working directly with children to be included in ratios • Regulation 123 Educator to child ratios – centre-based services • Regulation 136 First Aid Qualifications • Regulation 168 Education and care service must have policies and procedures • Regulation 170 Policies and procedures to be followed • Regulation 171 Policies and procedures to be kept available • Regulation 172 Notification of change to policies or procedures



Source Documentation	<ul style="list-style-type: none"> • Education and Care Services National Regulations 2011: https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653 • Education and Early Childhood Services (Registrations and Standards) Act 2011; https://www.legislation.sa.gov.au/_/legislation/lz/c/a/education%20and%20early%20childhood%20services%20(registration%20and%20standards)%20act%202011/current/2011.46.auth.pdf • Early Years Learning Framework https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf • National Quality Standard https://www.acecqa.gov.au/nqf/national-quality-standard • Guide to the National Quality Framework https://www.acecqa.gov.au/national-quality-framework/guide-nqf
Cross sector Guidelines (SA)	<ul style="list-style-type: none"> • DHS – National Principles for Child Safe Organisations • Protective Practices for staff in their interactions with children and young people

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

Responsible Person	Early Childhood Faculty Leader
Policy Approver	Head of School
Version	1.1 – approved by HoS 18.12.2024
Initial Documentation	25/03/2015 (version 1.0)
Last Review Date	May 2024
Next Review Date	May 2027
Revision Record	<p>25/03/2021 (Irene Bragg) – no changes</p> <p>10/06/2022 (Rachel Ashford):</p> <ul style="list-style-type: none"> - Updated National Quality Standards to 2018 version - Added references to National Law and Regulations <p>May 2024 (Antje Guenther):</p> <ul style="list-style-type: none"> - Reformatted document - Added Policy Context, Purpose and Scope, Policy Access - Expanded Policy Statement - Expanded Procedures to reflect current practices, including adding First Aid training for staff