

APPENDIX 8 (DECD Camps and Excursions Policy)

EXCURSION CHECKLIST

EDUCATION AND CARE SERVICES under the Education and Early Childhood Services (Registration and Standards) Act 2011

ACTION REQUIRED	CONFIRM ACTION
<p>1. Site Selection</p> <p>Prior to the excursion taking place, site leaders are to assess any potential site, taking into consideration the group of children / students for which the activity is planned. Hazards are to be identified and mitigation strategies developed for implementation to ensure risks are within an acceptable range.</p> <p>The matters in the policy include:</p> <ul style="list-style-type: none"> • terrain and other local conditions • facilities available • communication systems • hygiene • anticipated weather conditions • likely problems or hazards, e.g. old mine shafts and quarries, aggressive dogs, hazardous water, snakes, spiders, European wasps, flood prone areas, mudslides, rock falls, avalanche, cliff collapse, lightning etc • equipment required for the safety and comfort of all participants • access and safety for any participants who are disabled • appropriateness of activities and equipment required to achieve planned learning outcomes • means of accessing medical and emergency services • strategies for enacting an emergency evacuation plan or any other contingency plans • the age appropriateness and condition of playground equipment • on-site hazardous machinery and substances must be suitably housed and not used while students and leadership team members are present • any other relevant matters. 	
<p>2. Excursion Risk Management Plan</p> <p>A risk management plan is to be completed and displayed in a prominent position at the education and care service prior to the excursion taking place. [Regulation 100]</p> <p>The excursion risk management plan template is available online, refer: www.decd.sa.gov.au/childrensservices/files/links/Excursion_Risk_Managemen_1.doc</p> <p>Examples of completed excursion risk management plans can also be accessed online, refer: www.decd.sa.gov.au/childrensservices/pages/policies/excursions/</p> <p>Where a service undertakes ongoing outings to a site outside of the approved premises then a risk assessment of such a site, assuming the circumstances do not alter, can be conducted and remain valid for a 12 month period. [Regulation 104 (4)]</p>	

3.	<p>Application to conduct an excursion</p> <p>Permission to undertake an excursion must be sought and granted by the site leader. [Regulation 102]</p> <p>The application to conduct an excursion can be accessed online, refer: www.decd.sa.gov.au/docs/documents/1/Ed169ExcursionProforma.doc</p>	
4.	<p>Consent (Authorisation) Forms</p> <p>The written consent of parents/guardians is required in accordance with the DECD authorisation policy, refer: www.decd.sa.gov.au/childrensservices/files/links/Acceptance_and_Refusal_of.pdf</p> <p>Note: Section 5.4 - All authorisation forms received from parents or guardians are to be checked for completion and to verify that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form.</p> <p>If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction.</p> <p>No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.</p> <p>Parents/guardians are required to complete a consent form prior to an excursion taking place, the form is accessible online, refer:</p> <p>Consent Form www.decd.sa.gov.au/docs/documents/1/CampsandExcursionsConsent.doc</p> <p>Parents/guardians must also be provided with an information sheet, this sheet is to include any additional information that is relevant to the excursion, a proforma sheet is accessible online, refer</p> <p>Parent/Guardian Information Sheet www.decd.sa.gov.au/childrensservices/files/links/Information_Sheet_for_Pare.doc</p> <p>Note: If the excursion is a regular outing, consent is only required to be obtained once in a 12 month period. [Regulation 102(5)]</p>	
5.	<p>Transportation (where required)</p> <p>Private vehicles to transport children must only be used where:</p> <ul style="list-style-type: none"> • parents'/guardians' written consent to the excursion covers travel in a private vehicle • drivers are responsible and will drive safely • drivers have a full or provisional licence, ie no learners • as a minimum, vehicles are covered by third-party property insurance • potential drivers are aware that neither the school/preschool nor DECD is liable for reimbursing any out-of-pocket expenses incurred as the result of an accident • the vehicle is equipped with seat belts and approved safety restraints in accordance with the National Law, refer: www.dtei.sa.gov.au/roadsafety, or www.decd.sa.gov.au/familydaycare/files/links/Child_restraints_fact_shee.pdf 	
6.	<p>Retention of documentation</p> <p>All documentation is to be retained in accordance with DECD records management disposal register, refer: www.decd.sa.gov.au/childrensservices/pages/policies/governance/</p>	