



## SWALLOWCLIFFE PRESCHOOL

### Excursions/Incursions Policy

At Swallowcliffe Preschool we believe Incursions and Excursions are an important part of the curriculum. We aim to provide all children with a range of different experiences to extend and further develop their prior knowledge.

- All children are encouraged to attend excursions and incursions. Staff will complete an application to conduct an incursion/excursion, a risk management plan and consent forms prior to the excursion/incursion. The risk management plan may affect children's participation. Staff use the Disability Standards for Education to advocate for students' rights and make reasonable adjustments.
- Families will be given a notice about excursions and incursions at least 2 weeks before the event.
- Children will not be able to attend without the permission letter signed by parents/caregivers and money paid for by the date set by Preschool staff. Money after the due date can not be taken (exceptions for new enrolments).
- When appropriate the Preschool will support part of the cost of incursions and excursions from fundraising events.
- On each excursion/incursion there will be an appropriate child to adult ratio (including needs of children with behavior management needs and Preschool Support). The Preschool has set a ratio 1 to 4 for excursions and 1 to 10 for incursions.
- There will be 1 staff member on each excursion that will not have a group for the use of emergency and toileting needs.
- All parent/caregivers and volunteers attending need to have Working With Children checks completed before attending if they are not with their own child.
- In case of a child misbehaving on an excursion, leadership will be contacted and arrangements for parents or school staff to collect the child will be arranged.

*Please remember we are a site that does not ask for fees so preschool fundraising and our class budget also supports the cost of incursions and excursions. **No refunds will be given.***

Updated: 1/8/2019

Endorsed by Governing Council: August 2019

Reviewed:

**Our Mission:** To empower students to recognise and optimise their full learning potential.

