



Preschool excursions procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 99 Regulation 100 Regulation 101 Regulation 102 Regulation 168	Excursions Policy Preschool Obtaining parent's authorisation and consent
Pre-reading and reference documents		
ACECQA – Excursion risk assessment template Department's Risk management process and proforma Kids and Traffic - website and contact		
Related procedure		
Transportation of children		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none">• the preschool is compliant with legislative standards related to this procedure at all times• all staff involved in the preschool are familiar with and implement this procedure• all procedures are current and reviewed as part of a continuous cycle of self- assessment.	

<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Risk assessment</p>	<ul style="list-style-type: none"> • Preschool excursions are conducted in line with the department's <i>Excursion Policy Implementation Procedures</i>. An excursion approval document is completed and is submitted to the principal for approval. This includes date and location of excursion, staff and children who will be attending, cost, transportation information and a risk assessment. • A risk assessment is developed prior to the excursion taking place. Educators complete the risk assessment using the DOE template. • The risk assessment identifies and assesses risks to the safety, health or wellbeing of children attending the excursion and specifies how these risks will be managed and minimised. • If an excursion involves the transportation of children, the risk assessment must also consider: <ul style="list-style-type: none"> ○ the means of transport ○ the NSW requirements for seatbelts and safety restraints (in a vehicle with seating for 12 or less people, children aged four must sit in a booster seat. In a vehicle with seating for more than 12 people, if seat belts are available, they must be worn.) ○ the process for entering and exiting the preschool premises ○ the process for entering and exiting the destination ○ procedures for embarking and disembarking the means of

	<p>transport, including how each child is to be accounted for.</p> <ul style="list-style-type: none"> • The risk assessment also requires the educators to consider and comment on matters such as the number of children who will attend, any water hazards, venue location and proposed activities. • After the risk assessment has been completed and the hazards identified and considered, educator to child ratios are determined. The Preschool supervisor checks the risk assessment to ensure ratios are met. Parent volunteers cannot be considered part of the ratio as they are not qualified. • Accompanying the group on the excursion will be at least one educator who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications. • Visits to the preschool from outside providers are not regarded as incursions, however, families are informed of any organised visits. Educators send families notification of these event via the Storypark App.
Organisation and planning	<ul style="list-style-type: none"> • In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children: <ul style="list-style-type: none"> ○ Who will carry the group list? Will it be marked throughout the excursion? ○ Who will perform head counts throughout the day? How often? ○ What plans will be made in case a child is late to preschool and the group has already departed? ○ What will be taken on the excursion (e.g. first aid kit, individual emergency medication and action plans, mobile phone, children's emergency contacts, spare clothing, spare drinking water) ○ If food will be distributed on the excursion, who will ensure none of it is a trigger food for a child with food allergies or at risk of anaphylaxis? ○ Has someone pre – visited the venue or location? ○ If walking, are all staff familiar with the route? ○ What process will be used for crossing roads? ○ Who will ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures (e.g. excursions, medical conditions, administration of first aid)?
Parent / carer authorisation	<ul style="list-style-type: none"> • Written authorisation and consent will be given by a parent or carer before their child leaves the preschool premises on an excursion. The written authorisation will include: <ul style="list-style-type: none"> ○ the child's name ○ the reason the child is to be taken outside the premises

	<ul style="list-style-type: none"> ○ the date the child is to be taken on the excursion ○ a description of the proposed destination and method of transport to be used for the excursion ○ the proposed activities to be undertaken by the child during the excursion ○ the period the child will be away from the premises ○ the anticipated number of children likely to be attending the excursion ○ the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion ○ the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion ○ that a risk assessment has been prepared and is available at the service ○ if the excursion involves transporting children, the means of transport that will be utilised ○ a description of the seatbelts or safety restraints that will be used - if the transport seats less than 12 people, each child must be seated in a booster seat. If the transport seats more than 12 people, and belts are available, each child must wear a seatbelt.
Regular outings	<ul style="list-style-type: none"> ● For regular outings (e.g. a walk to the local park or shop) only one parent authorisation and one prepared risk assessment (as per the requirements for an excursion) is required in a 12-month period, unless there is a change. Families are notified of upcoming regular outings verbally and through the Storypark app. Families are invited to join some of these regular activities.
Visits to the school	<ul style="list-style-type: none"> ● Visits to the school are not regarded as excursions, however, families are informed that the visit will be taking place and an annual risk management plan for visits into the school is prepared. The children visit the library, Kindergarten classrooms, the hall and part of the playground. Parents sign an authorisation for their children to participate in the experience in the man school.

Record of procedure's review
Date of review and who was involved
3 rd September 2021
Key changes made and reason/s why
New template
Record of communication of significant changes to relevant stakeholders
Date of review and who was involved
August 2022 Claire Callinan, Jen Mitchell
Key changes made and reason/s why
No changes
Record of communication of significant changes to relevant stakeholders