

Excursions – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 2.2 Regulations: 99, 100, 101, 102	<p>Leading and operating department preschool guidelines</p> <p>Excursions policy</p> <p>Excursion planning and management – Implementation document for the Excursions policy [PDF 393 KB]</p>	<p>Kids and Traffic – Transporting children safely [PDF 4.0 MB]</p> <p>ACECQA – Excursion risk assessment template</p> <p>ACECQA's policy and procedures guidelines – Excursions [PDF 203 KB]</p>

Responsibilities

School principal	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <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>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
Preschool supervisor	<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 the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually details of this procedure's review are documented.

Procedure

Risk assessment	<ul style="list-style-type: none"> A risk assessment is developed prior to the excursion being planned. 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. <i>(Who develops this? Which template is used?)</i> <p>Preschool educators and Assistant Principal develop the risk assessment prior to excursion taking place using the DoE WHS Risk Assessment Plan template</p> <ul style="list-style-type: none"> The risk assessment addresses: <ul style="list-style-type: none"> the proposed route and destination for the excursion any water hazards
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	<ul style="list-style-type: none"> — any risks associated with water-based activities — if the excursion involves transporting children, the means of transport — if a bus is being used, information related to seatbelts, by law <ul style="list-style-type: none"> ○ if the bus seats 12 people or less, each child must sit in an approved child safety seat or child booster ○ if the bus seats more than 12 people, a statement must be included noting if it has seatbelts installed or not • the process for entering and exiting the preschool and destination • procedures for embarking and disembarking the transportation, including how each child is to be accounted for on embarking and disembarking • the number of adults and children involved in the excursion • given the risks posed by the excursion, the number of teachers and educators and other responsible adults that are required to provide supervision and whether any adults with specialised skills are required • the proposed activities • the proposed duration of the excursion • the items that should be taken on the excursion.
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"> — <i>Who will carry the group list? Will it be marked throughout the excursion?</i> Educators will carry the group list and it will be marked in the morning and afternoon. — <i>Who will perform head counts throughout the day? How often?</i> Educators will perform head counts throughout the day at all transition times. — <i>What plans will be made in case a child is late to preschool and the group has already departed?</i> If a child is late to preschool and the group has already departed, families will be

	<p>contacted and responsible for meeting the class at the excursion site.</p> <ul style="list-style-type: none"> — <i>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?</i> <p>Children will bring their own fruit break and lunches from home. No food will be distributed on the excursion unless stated in RAP and permission note. Adherence to allergy notifications and risk of anaphylaxis plans will be expected as usual.</p> <ul style="list-style-type: none"> — <i>Has someone pre-visited the venue or location?</i> <p>Staff visit the site of proposed excursions to investigate the appropriateness of the site prior to completing a risk assessment and variation of routine</p> <ul style="list-style-type: none"> — <i>If walking, are all staff familiar with the route?</i> <p>The VOR allows for route maps to be devised and communicated with all staff.</p> <ul style="list-style-type: none"> — <i>What process will be used for crossing roads?</i> <p>A staff member will check the road and stand in the middle to ensure vehicles are slowing down and stopping before children cross, taking into account cresting hills, driveways etc. on where to stand.</p> <ul style="list-style-type: none"> • <i>Who will ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures (for example, excursions, medical conditions, administration of first aid)?</i> <p>Staff will address all accompanying staff and parent volunteers with relevant preschool procedures (eg. Excursions, medical conditions, administration of first aid, privacy for photographs) prior to leaving the grounds on the outdoor circle.</p>
<p>Written parent authorisation</p>	<ul style="list-style-type: none"> • Written authorisation and consent will be given by a parent 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 — 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

	<ul style="list-style-type: none"> — 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 used and a description of the seatbelts or safety restraints that will be used. <ul style="list-style-type: none"> • Parent authorisations will be stored in the relevant child’s enrolment record.
Regular outings	<ul style="list-style-type: none"> • For a regular outing a risk assessment will be conducted and written parent authorisation collected once every 12 months, unless the outing changes substantially. • The information required in the parent information and authorisation is that as what is required in the excursion information and authorisation. • The information provided to parents does not need to give specific dates, but a description of when regular outings will occur. • Parents will be notified of upcoming outings. • Parent authorisations will be stored in the relevant child’s enrolment record.
Visits to the school	<ul style="list-style-type: none"> • Visits to the school (if on the same site and no roads need to be crossed) 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 conducted.

Record of procedure's review

Date of review	21/06/2024
Who was involved	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Julie Greedy, Cathy Banister and Aimee Vincent
Key changes made and reason why	Update of DoE Risk Plans and school system for VOR's.
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams & Policy/Procedure Folder</p> <p>Parents: a copy is displayed at entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meetings.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.