



## Preschool excursion procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation <a href="#">99</a>  Regulation <a href="#">100</a>  Regulation <a href="#">101</a>  Regulation <a href="#">102</a>  Regulation <a href="#">168</a>	<a href="#">Excursions Policy</a> <a href="#">Preschool Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA – Excursion risk assessment template</a> <a href="#">Department's Risk management process and proformaKids and Traffic - website and contact</a>		
<b>Related procedure</b>		
Transportation of children		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	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 includes: <ul style="list-style-type: none"> <li>Analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> <li>Reflecting on how this procedure is informed by relevant recognised authorities.</li> <li>Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.</li> <li>Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.</li> </ul>	

<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>● Preschool excursions are conducted in line with the department's <i>Excursion Policy Implementation Procedures</i>. An Excursion Planning Guide is also completed.</li> <li>● A risk assessment is developed prior to the excursion taking place by the teachers.</li> <li>● 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.</li> <li>● If an excursion involves the transportation of children, the risk assessment must also consider: <ul style="list-style-type: none"> <li>○ the means of transport</li> <li>○ 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.)</li> <li>○ the process for entering and exiting the preschool premises</li> <li>○ the process for entering and exiting the destination</li> <li>○ procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.</li> </ul> </li> <li>● 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.</li> <li>● After the risk assessment has been completed and the hazards identified and considered, educator to child ratios are determined with the school principal and preschool supervisor.</li> <li>● Accompanying the group on the excursion will be at least one educator who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications.</li> <li>● Visits to the preschool from outside providers are not regarded as incursions, however, families are informed of any organised visits. These are organised in collaboration with families, staff and external service providers.</li> </ul>
<b>Organisation and planning</b>	<ul style="list-style-type: none"> <li>● 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"> <li>○ Teachers will carry the group list and it will be marked in the morning and afternoon.</li> <li>○ Teachers will perform head counts throughout the day at all transition times.</li> <li>○ If a child is late to preschool and the group has already departed, families will be responsible for meeting the class at the excursion site.</li> <li>○ First aid kit, individual emergency medication and action plans, mobile phone, children's emergency contacts, spare clothing, spare drinking water, hand sanitiser and wet wipes will be carried by staff.</li> <li>○ Children will bring their own lunches from home. Adherence to allergy notifications will be expected as usual.</li> <li>○ Staff visit the site of proposed excursions to investigate</li> </ul> </li> </ul>

	<p>the appropriateness of the site.</p> <ul style="list-style-type: none"> <li>o The Excursion Planning Guide allows for route maps to be devised and communicated with all staff.</li> <li>o A staff member will check the road and stand in the middle to ensure vehicles are slowing down and stopping while children cross.</li> <li>o Staff will address all accompanying staff and parent volunteers with relevant preschool procedures (eg. Excursions, medical conditions, administration of first aid) prior to leaving the grounds on the outdoor circle.</li> </ul>
<p><b>Parent / carer authorisation</b></p>	<ul style="list-style-type: none"> <li>● 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"> <li>o the child's name</li> <li>o the reason the child is to be taken outside the premises</li> <li>o the date the child is to be taken on the excursion</li> <li>o a description of the proposed destination and method of transport to be used for the excursion</li> <li>o the proposed activities to be undertaken by the child during the excursion</li> <li>o the period the child will be away from the premises</li> <li>o the anticipated number of children likely to be attending the excursion</li> <li>o the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion</li> <li>o the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion</li> <li>o that a risk assessment has been prepared and is available at the service</li> <li>o if the excursion involves transporting children, the means of transport that will be utilised</li> </ul> </li> <li>● 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.</li> </ul>
	<ul style="list-style-type: none"> <li>● Visits to the school (if on the same site and no roads need to be crossed) are not regarded as excursions, however, families are required to sign an Incursion form upon enrolment and an annual risk management plan for visits into the school is prepared.</li> </ul>

Record of procedure's review
<b>Date of review and who was involved</b>
18/05/2022 Aimee Vincent, Cath Banister, Jordan McPhail, Beth Cameron, Andrea Lundy, Natalie O'Donnell, Julie Greedy
<b>Key changes made and reason/s why</b>
More specific information in each area was added to all parts of the procedure in line with recommendations from the Early Learning Directorate.
<b>Record of communication of significant changes to relevant stakeholders</b>
A copy is displayed at the entrance of Preschool, on our school website and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.

*Copy and paste a new table to record each occasion the procedure is reviewed*