

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	<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. 	

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 includes:</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.
Preschool educators	<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 <p>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	
Risk assessment	<ul style="list-style-type: none"> • Preschool excursions are conducted in line with the department's <i>Excursion Policy Implementation Procedures</i>. Parental permission is required for preschool children for each excursion (as with all DoE school children). If the outing is a regular occurrence, one permission note and risk assessment is sufficient in a 12 month period, unless there is a change. • A risk assessment is developed prior to the excursion taking place. The preschool teacher in conjunction with preschool executive team formulates the risk assessment using the DoE template. This is then distributed to all staff that will be present at the excursion, who will then have the opportunity to ask any questions before signing that they have read it. • 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 transport, including how each child is to be accounted for. <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 risk assessment is checked by the School Principal (Nominated Supervisor, Educational Leader and Responsible Person). • 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 excursions, however, families are informed of any organised visits. Families are informed through newsletters, notes, or information on the Dojo 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"> ○ The preschool teacher will carry the group list and will refer to it at regular intervals throughout the excursion. ○ A head count will be undertaken at least every half an hour and every time when moving from one area to another. Children will be wearing their yellow fluoro vests so they can be easily recognized. ○ Families will need to contact the school office, who will then contact a preschool educator to find out their exact location at the time, so the family can meet the preschool staff and sign them in to be with the group. ○ Emergency backpack containing first aid kit as well as general use medication and children's emergency contact details, individual medication backpack containing individual medication and action plans. The teacher will also take a mobile phone so they can be contacted by the office at any time, and so they can contact anyone when needed. ○ All staff are aware of children with food allergies. If food is to be distributed, parents will be made aware before the excursion. Staff will ensure any food distributed does not

	<p>contains allergens of any of the children with dietary requirements in the class.</p> <ul style="list-style-type: none"> ○ Staff, where possible will pre-visit the location and gain as much information as possible to determine any risks that may occur to help enable them to make the risk assessment. ○ Staff will be made aware of the route of the excursion prior to going. ○ A staff member will wait for a break in traffic and go out onto the road. They will hold back the traffic as the children and staff cross the road. All staff members and children will wear fluoro vests to ensure high visibility. ○ The preschool teacher in conjunction with the preschool supervisor will be responsible for distributing all relevant procedures for staff and parent volunteer viewing.
Parent / carer authorisation	<ul style="list-style-type: none"> • Enough notice should be given for parents to have time to analyse the note and ask any questions and give note back a minimum of a week before the excursion commences. • Written authorisation and consent will be given by a parent or carer before their child leaves the preschool premises on an excursion. A child will not be able to attend the excursion if proper authorization has not been given. 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 ○ 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

	<p>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.</p>
<p>Visits to the school</p>	<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 prepared. Parents are informed during the orientation information session that children have regular outings to the school and join in certain events at the primary school. Each time preschool goes to the primary school, the office is also contacted so they know where the preschool class will be. Regular visits include library, playground, bush tucker garden, vegetable garden, chicken coup, kindergarten classroom, music classroom and school hall.

Record of procedure's review
Date of review and who was involved
20/10/23 - preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Added music classroom to regular outings at the school
Record of communication of significant changes to relevant stakeholders
Record of procedure's review
Date of review and who was involved
17/10/22 - preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Some information was reworded to provide more clarity
Record of communication of significant changes to relevant stakeholders
Date of review and who was involved
18/10/21- preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders

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