

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	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of</p>

supervisor	<p>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"> Preschool excursions are conducted in line with the department's Excursion Policy Implementation Procedures. 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
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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.
- The risk assessment addresses:
 - the proposed route and destination for the excursion
 - any water hazards
 - 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
 - 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

	<ul style="list-style-type: none"> — the proposed activities — the proposed duration of the excursion — the items that should be taken on the excursion. <ul style="list-style-type: none"> • 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.
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<p>Organisation and planning</p>	<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 contains allergens of any of the children with dietary requirements in the class. ○ 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.
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<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 — 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. • Parent authorisation will be stored in the Notes folder, located in locked cupboard in preschool office. This will then be archived at the end of the year.
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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 authorisation will be stored in the Notes folder, located in locked cupboard in preschool office. This will then be archived at the end of the year.
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 conducted. Regular visits include library, playground, music room, kindergarten classroom and school hall.

Record of procedure's review

Date of review	1/11/23
Who was involved	Preschool team
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant changes to relevant stakeholders	Principal: participated in review, handed updated copy Staff: participated in review, updated copy in staffroom policy folder

	<p>Parents: participated in review, updated copy on website</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>
Date of review	20/10/23
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Added music classroom to regular outings at the school
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	17/10/22
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Some information was reworded to provide more clarity
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	18/10/21
Who was involved	preschool team, whole school staff team,



	children, and families
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

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