

Soldiers' Settlement Public School Preschool procedure



Excursions

Reviewed: Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Soldiers' Settlement Public School Preschool's Procedures must be reviewed and updated every 12 months. Due for Review in **February 2022**.

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		

Rationale

'Preschool excursions are conducted in line with the Department's Excursion Policy Implementation Procedures' (Preschool Handbook). To ensure adequate supervision, Soldiers' Settlement Public School Preschool has developed the following procedure to include the specific requirements of the preschool, which adheres to the National Law and Regulations.

Procedure

1. 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.
2. All volunteers must provide their current approved Working with Children Check number before attending the excursion.

3. The emergency back pack containing appropriate First Aid equipment, including Epipens and asthma medication along with action plans and individual children's medications, must be taken on preschool excursions.
4. Transport arrangements for excursions must be planned and managed to ensure the safety of children that will include child restraints (vehicles under 9 seats) and a First Aid kit.
5. The educator in charge of organising the excursion must complete a Risk Assessment prior to the excursion and have this checked by the School Principal (Nominated Supervisor, Educational Leader and Responsible Person).
6. Visits to the primary school are exempt from this procedure, as stated in the Preschool Handbook - "It should be noted that visits to the school are not regarded as excursions unless the school is on a completely separate site and the children need to cross a major road to access the school".
7. Any Incursions will also require a risk assessment to be undertaken before to the event.

Risk Assessment

1. A risk assessment for an excursion must:
 - identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
 - specify how the identified risks will be managed and minimised.
2. A risk assessment must consider:
 - the proposed route and destination for the excursion
 - any water hazards
 - any risks associated with water-based activities
 - the transport to and from the proposed destination for the excursion
 - the number of adults and children involved in the excursion
 - given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. specialised skills could include life-saving skills.)
 - the proposed activities
 - the proposed duration of the excursion
 - the items that should be taken on the excursion. (e.g. A mobile phone and a list of emergency contact numbers for children on the excursion).

Authorisation

Regulation 102 states that the nominated supervisor must ensure that a child being educated and cared for by the service is not taken outside the service premises on an excursion unless written authorisation has been provided.

Sub regulation 4 – The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state:

- a) the child's name
- b) the reason the child is to be taken outside the premises
- c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- d) a description of the proposed destination for the excursion
- e) the method of transport to be used for the excursion
- f) the proposed activities to be undertaken by the child during the excursion; and
- g) the period the child will be away from the premises
- h) the anticipated number of children likely to be attending the excursion
- i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- k) that a risk assessment has been prepared and is available at the service.

Evaluation:

All excursions are organised and implemented following the above procedure and as stated in element 2.2.1 of the National Quality Standard, 'At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard'.