



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	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"> • 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>Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<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 • 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</p>	
<p>Approval and Risk assessment</p>	<ul style="list-style-type: none"> • Preschool excursions are conducted in line with the department's <i>Excursion Policy Implementation Procedures</i> and take a risk management approach to ensure the safety of all children. • Approval processes are in place before an excursion can be planned and undertaken. The preschool educators must first seek approval for the outing using the NSW Department of Education's <i>Application for approval for excursion</i> form. This form is considered by the Nominated Supervisor and the approval is communicated to the preschool educators. • A risk assessment is developed prior to the excursion taking place. The principal/supervisor and the preschool educators develop the risk assessment using the ACECQA template. • 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. • The risk assessment also requires the educators to consider and comment on matters such as the number of children who will attend, staff to children ratios, any potential hazards (including water hazards), venue location and proposed activities. The educators then measure that risk and determine the level of required management associated with any excursion. • After the risk assessment has been completed and the hazards identified and considered, educator to child ratios are determined by the principal/supervisor and preschool educators. When preparing information about the excursion for parents, the total number of adults accompanying the children will be recorded. • Accompanying the group on the excursion will be at least one educator who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications. • Risk assessments are kept in a folder in the Preschool office labelled, <i>Risk Management Plans</i>. • Risk Management plans are communicated to all excursion participants

	<p>verbally and hard copies distributed prior to the excursion. All adults on the excursion carry a copy of the risk assessment and management plan on the excursion for reference. The risk assessment is available to all families, on request.</p> <ul style="list-style-type: none"> • Visits to the preschool from outside providers are regarded as incursions, however, risk assessments will be done and families are informed of any organised visits by way of a permission/authorisation note.
<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 educators will carry the group list. It will be marked throughout the excursion; ○ the head counts will be performed throughout the day by the preschool educators. These will take place before leaving the preschool premises, at least one during the excursion, before returning to the preschool, and upon return at the preschool; ○ a preschool educator will ring the parent/carer of any late child to ascertain their whereabouts and whether they are still attending the excursion before everyone leaves on the excursion; ○ the following will be taken on the excursion: <ul style="list-style-type: none"> ▪ the first aid kit, including epi-pen ▪ any individual emergency medication and action plans ▪ a mobile phone ▪ the children's emergency contacts ▪ spare clothing ▪ spare drinking water; ○ no food is be distributed on the excursion. Parents are advised to ensure their child has sufficient drinking water, and food for lunch and recess. No food is shared; ○ if walking, all staff are familiar with the route; ○ when crossing roads, the preschool teacher safely enters the crossing to stop any traffic, then directs the children across in twos holding hands, while one educator ensures their safe and orderly passage across the crossing, and the remaining educator follows behind the last students; ○ only preschool educators accompany the students, and are familiar with relevant preschool procedures (e.g. excursions, medical conditions, administration of first aid).
<p>Parent / carer authorisation</p>	<ul style="list-style-type: none"> • In accordance with regulations, authorization for an excursion must be given by a parent or carer named on the child's enrolment record as having authority to consent the taking of the child outside the premises of the education and care service. • 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"> ○ 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

	<ul style="list-style-type: none"> ○ 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 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>Regular outings</p>	<ul style="list-style-type: none"> • For regular outings (e.g. a walk to the local park or shop) only one risk assessment is required in a 12 month period unless there is a change. Parents will be notified when these are occurring and will be asked to sign a parent authorisation on each occasion. • When preparing risk assessments for short walks, the preschool staff will make decisions regarding adult/child ratios required.
<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. In relation to Sefton Infants Preschool, students will only be visiting the school library and playground.
<p>Department's Preschool Handbook – Appendix 2.7</p>	<p>Risk assessment and authorisation for excursions</p> <p>Regulation 100 states that the nominated supervisor must ensure that a risk assessment is carried out in accordance with regulation 101.</p> <p>Regulation 101 – Conduct of risk assessment for excursion</p> <ol style="list-style-type: none"> 1. A risk assessment for an excursion must: <ol style="list-style-type: none"> (a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and (b) specify how the identified risks will be managed and minimised. 2. A risk assessment must consider: <ol style="list-style-type: none"> (a) the proposed route and destination for the excursion; (b) any water hazards; (c) any risks associated with water-based activities; (d) the transport to and from the proposed destination for the excursion; (e) the number of adults and children involved in the excursion; (f) 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 (eg specialised skills could include life-saving skills); (g) the proposed activities; (h) the proposed duration of the excursion; and (i) the items that should be taken on the excursion (eg a mobile phone

and a list of emergency contact numbers for children on the excursion).

Regulation 102 – Authorisation for excursions

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;
- (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; and
- (k) that a risk assessment has been prepared and is available at the service.

Record of procedure’s review

Date of review and who was involved

16 March 2022 – Sharna Labbe, Deana Talevska, and Alex Arancibia

Key changes made and reason/s why

Not Applicable

Record of communication of significant changes to relevant stakeholders

Staff and families sent a link via Class Dojo to the current reviewed local procedure on the Sefton Infants website 8 April 2022

Due date of review

End Term 1 2023 – 6 April 2023