



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	Leading and operating department preschool guidelines Excursions policy Excursion planning and management – Implementation document for the Excursions policy [PDF 393 KB]	Kids and Traffic – Transporting children safely [PDF 4.0 MB] ACECQA – Excursion risk assessment template ACECQA's policy and procedures guidelines – Excursions [PDF 203 KB]

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
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	<ul style="list-style-type: none"> 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 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 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 the preschool 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 <i>Excursion Policy Implementation Procedures</i> and take a risk management approach to ensure the safety of all children.
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- 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 [Application for approval for excursion](#) form. This form is considered by the Nominated Supervisor and the approval is communicated to the preschool educators.
- A risk assessment and management plan is developed prior to the excursion being planned. 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 nominated supervisor and the preschool educators develop the risk assessment using the ACECQA template.
- The excursion risk assessment and management plan 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. If seat belts are installed, they must be worn
- 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, including adult to child ratio

	<ul style="list-style-type: none"> • 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 • the proposed activities • the proposed duration of the excursion • the items that should be taken on the excursion. • educator to child ratios are determined by the nominated 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 assessment and management plans are kept in a folder in the Preschool office labelled, <i>Risk Management Plans</i>. • Risk assessment and management plans are communicated to all excursion participants 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. • Visits to the preschool from outside providers are regarded as incursions. Risk assessment and management plans are completed for incursions, if required. Families are informed of any organised visits by way of a permission/authorisation note.
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 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,

	<ul style="list-style-type: none"> — a preschool educator will ring the parent 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), — any adult volunteers assisting with the excursion need to provide a relevant volunteer Working with Children Check declaration. Volunteers are briefed with all aspects of the excursion/incursion before the event, including details of risk assessment and management plans.
Written parent authorisation	<ul style="list-style-type: none"> • In accordance with regulations, authorization for an excursion must be given by a parent 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 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 - 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. <ul style="list-style-type: none"> • Any written parent authorisations will be stored in the relevant child's enrolment record in the preschool office. • On-line consent forms are completed by parent/carers on School Bytes and are saved on the child's profile.
Regular outings to local places and Sefton Infants School	<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.

	<ul style="list-style-type: none"> • 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 via written notice on preschool noticeboard and via message on Kinderloop. • Any written parent authorisations will be stored in the relevant child's enrolment record in the preschool office. • On-line consent forms are completed by parent/carers on School Bytes and are saved on the child's profile.
Visits to the school	<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 conducted. In relation to Sefton Infants Preschool, students will only be visiting the school library and playground. • Parents/guardians are required to consent to these visits to Sefton Infants School sites. Permission notes are signed during preschool orientation and are valid for the year. Any written parent authorisations are stored in the child's enrolment record in the school office. • On-line consent forms are completed by parent/carers on School Bytes and are saved on the child's profile.
Department's Preschool Handbook – Appendix 2.7	<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	11 April 2025
Who was involved	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
Key changes made and reason why	<ul style="list-style-type: none">• Inclusion of additional details regarding adult volunteers attending excursions to clarify Working with Children Check expectations• Additional information to regular local outings to note parent communication
Record of communication of significant changes to relevant stakeholders	<p>Principal: 11 April 2025</p> <p>Staff: 28 April 2025 – Weekly staff meeting</p> <p>Parents: 30 April 2025 – website and community procedure folder updated – message sent via Kinderloop</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>