



# IRRAWANG PUBLIC SCHOOL

## PRESCHOOL

### Excursions

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
<b>NQS:2.2</b>  <b>Regulations: 99, 100, 101, 102</b>	Leading and operating department preschool guidelines  <a href="#">Excursions policy</a>  <a href="#">Excursion planning and management – Implementation document for the Excursions policy [PDF 393 KB]</a>	Kids and Traffic – <a href="#">Transporting children safely [PDF 4.0 MB]</a>  ACECQA – <a href="#">Excursion risk assessment template</a>  ACECQA's policy and procedures <a href="#">guidelines – Excursions [PDF 203 KB]</a>

### Responsibilities

<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<b>Preschool supervisor</b>	<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"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> </ul>

	<ul style="list-style-type: none"> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Procedure

<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>• Preschool excursions are conducted in line with the department's <i>Excursion Policy Implementation Procedures</i>. The <u><i>Application for approval for excursion</i></u> is completed and approval sought from the Principal.</li> <li>• A Risk Assessment is developed prior to the excursion taking place and is completed by the Preschool Educator in consultation with the Preschool SLSO and the school Principal. The DoE Risk Assessment template will be used in planning the excursion in line with whole school excursion planning expectations.</li> <li>• 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.</li> <li>• If an excursion involves the transportation of children, the Risk Assessment must also consider: <ul style="list-style-type: none"> <li>- the means of transport</li> <li>- 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.)</li> <li>- the process for entering and exiting the preschool premises</li> <li>- the process for entering and exiting the destination</li> <li>- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.</li> </ul> </li> <li>• 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.</li> <li>• After the Risk Assessment has been completed and the hazards identified and considered, educator to child ratios are determined. The Preschool Educator reviews the Risk Assessment in consultation with the Principal and determines the appropriate ratios for the excursion.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Accompanying the group on the excursion will be at least one educator who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications.</li> <li>• Visits to the Preschool from outside providers are not regarded as excursions but rather incursions, and families will be informed of any organised visits. All organised visits to the Preschool are communicated to families through the Sentral Parent Portal, via notes home with the children, and at pick up and drop off.</li> </ul>
<b>Organisation and planning</b>	<p>In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children:</p> <ul style="list-style-type: none"> <li>- The Preschool Educator will carry the group list and it will be marked throughout the excursion including: upon departure/arrival to excursion location, before/after transitions, before departure/arrival back to Preschool.</li> <li>- Head counts will be regularly performed by the Preschool Educator and other Staff throughout the day including: upon departure/arrival to excursion location, before/after transitions, before departure/arrival back to Preschool.</li> <li>- If a child is late to Preschool and the group has already departed, the child's parent will contact the School Office. The School Office will contact the Preschool group to notify of the child's arrival. It will be the responsibility of the family/carer to transport the child to the location of the excursion if appropriate.</li> <li>- The following items will be taken on the excursion: children's yellow fluoro vests (to be worn throughout the excursion), Staff's pink fluoro vests (to be worn throughout the excursion), First Aid Kit, Asthma Kit, individual emergency medication and action plans, mobile phone, children's emergency contacts, Rainbow rope, a GO Bag with spare clothing, nappies, wipes and spare drinking water.</li> <li>- If food is to be distributed on the excursion, it is the responsibility of the Preschool Educator to ensure none are trigger foods for a child with food allergies or at risk of anaphylaxis.</li> <li>- As part of the organisation phase, it is the responsibility of the Preschool Educator to contact the venue or location pre-excursion and discuss any items of concern.</li> <li>- If walking, all staff need to consult a map to become familiar with the route pre-excursion.</li> <li>- When crossing roads, a staff member will lead the group across, a staff member will stand in the middle of the crossing and a staff member will be at the end of the group to ensure safe transitions.</li> <li>- Prior to the excursion, it is the responsibility of the Preschool Educator to ensure all accompanying staff and parent volunteers are familiar with relevant Preschool procedures (e.g. excursions, medical conditions, administration of first aid). At this time, accompanying staff and parent volunteers are to ask any questions</li> </ul>

	<p>they may have or notify the Preschool Educator of any personal information that may be required.</p> <ul style="list-style-type: none"> <li>- If an emergency arises or disclosure occurs, the Preschool Educator must be informed and Principal/emergency personnel notified/contacted if required/as necessary. All information/actions/events taken place will need to be recorded/documented as soon as possible upon return to Preschool.</li> </ul>
<b>Parent / carer authorisation</b>	<ul style="list-style-type: none"> <li>• 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"> <li>- the child's name</li> <li>- the reason the child is to be taken outside the premises</li> <li>- the date the child is to be taken on the excursion</li> <li>- a description of the proposed destination and method of transport to be used for the excursion</li> <li>- the proposed activities to be undertaken by the child during the excursion</li> <li>- the period the child will be away from the premises</li> <li>- the anticipated number of children likely to be attending the excursion</li> <li>- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion</li> <li>- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion</li> <li>- that a risk assessment has been prepared and is available at the service</li> <li>- if the excursion involves transporting children, the means of transport that will be utilised</li> <li>- 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.</li> </ul> </li> </ul>
<b>Regular outings</b>	<ul style="list-style-type: none"> <li>• For regular outings (e.g. a walk to the local park or shop) only one parent authorisation (refer to the requirements of what is to be included in the authorisation for excursions) and one prepared Risk Assessment (as per the requirements for an excursion) is required in a 12-month period, unless there is a change. Families are notified of upcoming regular outings. All regular outings are communicated to families through the Sentral Parent Portal, via notes home with the children and at pick up and drop off. If families/carers express an interest to join the group, they MUST notify the Preschool Educators first to ensure all necessary paperwork is completed.</li> </ul>

<b>Visits to the school</b>	<ul style="list-style-type: none"> <li>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 via Sentral posts and on the sign in attendance book and an annual Risk Management Plan for visits into the school is prepared. Some of the areas of the school the children will visit include: Library, Hall, Ausplay, School Office/Principal's Office, School Community Room, Thou Walla Family Centre and Kindergarten classes.</li> </ul>
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### Record of procedure's review

<b>Date of review and who was involved</b>	<p><b>18/3/21</b> Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p><b>2/8/22</b> Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p><b>15/8/23</b> Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p><b>15/8/24</b> Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p><b>15/8/25</b> Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p>
<b>Key changes made and reason why</b>	<p><b>2/8/22</b> - No changes were required based on feedback from staff/families.</p> <p><b>15/8/23</b> - Inclusion of Sentral Parent Portal as new communication pathway to parents.</p> <p><b>15/8/24</b> - No changes were required based on feedback from staff/families.</p> <p><b>15/8/25</b> - Removal of notice board on display in foyer as a form of communication with families. Added Go Bag with nappies &amp; wipes, and coloured rope ring to be taken on excursions. Added areas visits to School Office/Principal's Office, School Community Room and Thou Walla Family Centre.</p>
<b>Record of communication of significant changes to relevant stakeholders</b>	<p><b>Principal:</b> Email &amp; Acknowledgement Spreadsheet 15/8/25</p> <p><b>Staff:</b> Email &amp; Acknowledgement Spreadsheet 15/8/25</p> <p><b>Parents:</b> Sentral Parent Portal 15/8/25</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>