



IRRAWANG PUBLIC SCHOOL

PRESCHOOL

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. 	
Preschool supervisor	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 through: <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised 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 educators	The preschool educators are responsible for working with leadership to ensure: <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 	

	<ul style="list-style-type: none"> ensuring the 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>. The <u><i>Application for approval for excursion</i></u> is completed and approval sought from the Principal. 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. 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, any water hazards, venue location and proposed activities. 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. 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 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 on notice boards on display in the foyer at pick up and drop off.
Organisation and planning	<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"> 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. Head counts will be regularly performed by the Preschool Educator and other Staff throughout the day including: upon departure/arrival

	<p>to excursion location, before/after transitions, before departure/arrival back to Preschool.</p> <ul style="list-style-type: none"> o If a child is late to Preschool and the group has already departed, the child 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. o The following items will be taken on the excursion: children's yellow fluro vests (to be worn throughout the excursion), Staff's pink fluro vests (to be work throughout the excursion), First Aid Kit, Asthma Kit, individual emergency medication and action plans, mobile phone, children's emergency contacts, spare clothing, spare drinking water. o 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. o 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. o If walking, all staff need to consult a map to become familiar with the route pre-excursion. o 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. o 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 they may have or notify the Preschool Educator of any personal information that may be required. o 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.
<p>Parent / carer authorisation</p>	<ul style="list-style-type: none"> ● 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"> o the child's name o the reason the child is to be taken outside the premises o the date the child is to be taken on the excursion o a description of the proposed destination and method of transport to be used for the excursion o the proposed activities to be undertaken by the child during the excursion o the period the child will be away from the premises o the anticipated number of children likely to be attending the excursion

	<ul style="list-style-type: none"> o the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion o the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion o that a risk assessment has been prepared and is available at the service o if the excursion involves transporting children, the means of transport that will be utilised o 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.
Regular outings	<ul style="list-style-type: none"> ● 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 on notice boards on display in the foyer 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.
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 prepared. Some of the areas of the school the children will visit include: Library, Hall, Ausplay and Kindergarten classes.

Record of procedure's review

Date of review and who was involved

18/3/21

Hylie McEvoy (Preschool Educator)
Michelle Lynch (Pedagogical Leader)

2/8/22

Hylie McEvoy (Preschool Educator)
Michelle Lynch (Pedagogical Leader)

15/8/23

Hylie McEvoy (Preschool Educator)
Michelle Lynch (Pedagogical Leader)

Key changes made and reason/s why

2/8/22 - No changes were required based on feedback from staff/families.

15/8/23 - Inclusion of Sentral Parent Portal as new communication pathway to parents.

Record of communication of significant changes to relevant stakeholders

Staff are informed of procedural review in TWCU communication.

Families are informed of procedural review via Sentral Parent Portal.

