



## Preschool Excursions Procedure

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
<p>NQS: 2.2</p> <p>Regulations: <a href="#">99</a>, <a href="#">100</a>, <a href="#">101</a>, <a href="#">102</a>, <a href="#">168</a></p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Excursions Policy</a></p> <p><a href="#">Excursion planning and management</a></p> <p><a href="#">Preschool Obtaining parent's authorisation and consent</a></p>	<p>Kids and Traffic - <a href="#">Transporting children safely</a></p> <p>ACECQA - <a href="#">Excursion risk assessment template</a></p> <p>ACECQA's policy and procedures guidelines - <a href="#">Excursions</a></p>
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> <li>complaints, incidents or issues are analysed and what the implications are for the updates to this procedure.</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> </ul>	



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	<ul style="list-style-type: none"> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <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 educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being 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>	
<b>Procedure</b>		
<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>.</li> <li>A risk assessment is developed by the preschool teacher using the DoE template prior to the excursion taking place.</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>The risk assessment addresses the proposed route and destination of the excursion, access to toilet and other hygiene needs, adequate location for a rest or food break and sun safety measures and proposed duration of the excursion.</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> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <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> <li>• The risk assessment also requires the educators to consider and comment on matters such as the number of children who will attend, responsible adults available to 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. Parent volunteers are not considered part of the ratio. The risk assessment is reviewed by the Nominated Supervisor.</li> <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 incursions, however, families are informed of any organised visits through Storypark, notes sent home, and school newsletter. Information is also available on the weekly program.</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 group list will be carried in the emergency backpack and the preschool teacher will perform regular headcounts throughout the day and on boarding and departing transport</li> <li>- Supervision is adequate so children cannot be separated from the group</li> <li>- Access to hazardous equipment and environment are minimised</li> <li>- There is adequate access to food, drink and other facilities (toilets, handwashing etc)</li> <li>- The first aid kit, individual emergency medication and action plans, mobile phone, and children's emergency contacts will be carried at all times in the emergency backpack. Spare clothing, spare drinking water and sunscreen will also be carried</li> </ul>	



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	<ul style="list-style-type: none"> <li>- If food will be distributed on the excursion, educators will ensure none of it is a trigger food for a child with food allergies or at risk of anaphylaxis</li> <li>- Consideration is given to the mobility and supervision requirements of children with additional needs and that adequate sun and shade protection is available</li> <li>- If a child is late to preschool and the group has already departed, the school office will phone the preschool teacher, and the family may bring the child to be signed in at the excursion location</li> <li>- If walking, all staff will familiarise themselves with the route. If possible, a staff member will pre-visit the venue/location to become familiar with the space. Staff will communicate any relevant information gained from the pre-visit</li> <li>- The process for crossing roads consists of an educator or adult volunteer entering the pedestrian crossing and stopping traffic, an educator will lead children in a single file across the road with another educator following the last child</li> <li>- The preschool teacher will ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures (e.g. excursions, medical conditions, administration of first aid).</li> </ul>	
<b>Parent / carer authorisation</b>	<p>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:</p> <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> </ul>	



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	<ul style="list-style-type: none"> <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 stated</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> <li>Parent authorisations will be stored in the relevant child's enrolment record.</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. Families are informed that the visit will be taking place and an annual risk management plan for visits into the school is prepared. Only one parent authorisation is required in a 12-month period. Areas of the school include: library, playground, COLA, hall, and classrooms.</li> </ul>	

# LISMORE SOUTH PUBLIC SCHOOL NGULLIBOO JARJUMS PRESCHOOL

Nominated Supervisor/Responsible Person/

Educational Leader: **Larissa Polak**



## LISMORE SOUTH PUBLIC SCHOOL

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### EXCURSION BOOKING MASTER

Date home: \_\_\_\_\_

EVENT/EXCURSION: \_\_\_\_\_

BLURB: \_\_\_\_\_

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

LEAVE SCHOOL AT: \_\_\_\_\_ RETURN: \_\_\_\_\_ LEAVE VENUE AT: \_\_\_\_\_

CLASSES: \_\_\_\_\_ NUMBER OF STUDENTS: \_\_\_\_\_

DRESS: \_\_\_\_\_

WHAT TO BRING: \_\_\_\_\_

SUPERVISING TEACHER/S WITH CPR AND EMERGENCY CARE: \_\_\_\_\_

OTHER INSTRUCTIONS: \_\_\_\_\_

TRANSPORT: \_\_\_\_\_ BOOK BUS: YES / NO

**OFFICE USE:** Bus Company: \_\_\_\_\_ Cost: \_\_\_\_\_ Date Booked: \_\_\_\_\_

COST FROM: Children to pay: ☐ School Funds: ☐ From: \_\_\_\_\_

COST: \_\_\_\_\_

CANTEEN: (Lunch/ recess changes) \_\_\_\_\_

CANTEEN ADVISED ☐ CENTRAL CALENDAR: Details Entered ☐ RISK ASSESSMENT ☐

**OFFICE USE:** + BUS: \_\_\_\_\_ TOTAL COST: \_\_\_\_\_

PERMISSION NOTE/PAYMENT DUE: \_\_\_\_\_

**OFFICE USE:**

Organising Teacher: \_\_\_\_\_ APPROVED BY PRINCIPAL: Signed: \_\_\_\_\_





Record of procedure's review
<b>Date of review and who was involved</b>
12/10/22 Anna Clemesha, Maree Guy, Larissa Polak
<b>Key changes made and reason/s why</b>
Moving to new Preschool site location due to flooding rebuild
<b>Record of communication of significant changes to relevant stakeholders</b>

Record of procedure's review
<b>Date of review and who was involved</b>
9/08/23 Maree Guy, Larissa Polak
<b>Key changes made and reason/s why</b>
Moved to new procedure template.
<b>Record of communication of significant changes to relevant stakeholders</b>



Record of procedure's review
Date of review and who was involved
14/08/24 Sonya Murphy, Maree Guy, Anna Clemesha, Larissa Polak
Key changes made and reason/s why
Updated hyperlinks  Where possible, teachers to do a pre-visit to venue locations to familiarise themselves and identify potential risks
Record of communication of significant changes to relevant stakeholders
Principal: email  Staff: paper copy to read over  Parents: Storypark online and paper copy at sign in desk  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