

Oak Flats Public School Preschool



Excursions procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<p>2 Children's health and safety 2.2 Safety</p> <p>6 Collaborative partnerships with families and communities 6.2 Collaborative relationships</p>	<p>Regulation 4 Definitions</p> <p>Regulation 99 Children leaving the education and care service premises</p> <p>Regulation 100 Risk assessment must be conducted before excursion</p> <p>Regulation 101 Conduct of risk assessment for excursion</p> <p>Regulation 102 Authorisation for excursions</p> <p>Regulation 168 Education and care service must have policies and procedures</p>	<p>Excursions Policy</p> <p>Preschool Obtaining parent's authorisation and consent</p> <p>Leading and Operating Department Preschool Guidelines</p>

Pre-reading and reference documents

[ACECQA – Excursion risk assessment template](#)
[Department’s Risk management process and proforma](#)
[Kids and Traffic - website and contact](#)
[ACECQA - Safe transportation of children fact sheet](#)

Related preschool procedures

- Administration of first aid
- Dealing with medical conditions in children
- Delivery and collection of children
- Providing a child safe environment
- Staffing

Introduction

Preschool educators are familiar with the DoE Excursions Policy and Procedures, and take a risk management approach when conducting excursions to ensure the safety of all children. Great care is used when planning an excursion to ensure that the excursion is a worthwhile experience for all and meets the individual needs of the children attending. Parental permission is obtained for all excursions and incursions.

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:

- 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	<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 includes:</p> <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	<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. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool.● 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.
Procedure	

**Risk
assessment**

- Preschool excursions are conducted in line with the department's *Excursion Policy Implementation Procedures*.
- A risk assessment is developed prior to the excursion taking place. This is developed by the preschool teacher on the DoE template provided in the *Leading and Operating Department Preschool Guidelines*. The principal checks the completed risk assessment.
- 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:
 - 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 principal reviews the risk assessment and makes the decision about educator to child ratios in consultation with the preschool teacher.
- Accompanying the group on the excursion will be at least one educator who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications.

	<ul style="list-style-type: none">● Visits to the preschool from outside providers are not regarded as incursions, however, families are informed of any organised visits. Families are informed of these visits via kinderloop, a paper note, and the Enews app.● If the transportation used is regular transportation, a risk assessment is carried out once, provided the circumstances around the transportation do not change in any way since the initial risk assessment was conducted.
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Organisation and planning

- In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children:
 - Who will carry the group list? Will it be marked throughout the excursion?
 - Who will perform head counts throughout the day? How often?
 - What plans will be made in case a child is late to preschool and the group has already departed?
 - What will be taken on the excursion (e.g. first aid kit, individual emergency medication and action plans, mobile phone, children's emergency contacts, spare clothing, spare drinking water)
 - If food will be distributed on the excursion, who will ensure none of it is a trigger food for a child with food allergies or at risk of anaphylaxis?
 - Has someone pre - visited the venue or location?
 - If walking, are all staff familiar with the route?
 - What process will be used for crossing roads?
 - Who will ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures (e.g. excursions, medical conditions, administration of first aid)?
- All Excursions are planned and researched to ensure:
 - Supervision is adequate so children cannot be separated from the group;
 - Access to hazardous equipment and environment are minimised;
 - There is adequate access to food, drink and other facilities (toilets, hand-washing etc.);
 - Consideration is given to the mobility and supervision requirements of children with additional needs
 - That adequate sun and shade protection is available.
 - The excursion maximises both children's developmental experiences and their safety;

- The age, capacity and the interests of the children are reflected;
- They are conducted with fully informed written parental permission.
- When Planning for an Excursion Staff:
 - Assess the requirement for the excursion;
 - Write a risk assessment plan. This is to be written by the teacher and checked by the nominated supervisor;
 - Book transport & venues;
 - Pre-visit the venue and location
 - Make alternate arrangements for adverse weather conditions;
 - Inform families of details of the excursion including destination, objectives and what the child should bring;
 - Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion;
 - Collect completed permission forms for each child attending excursion;
 - Request additional adult participation in the excursion where required from parents possessing a WWCC;
 - Arrange for a suitably equipped first aid kit (including EpiPen, Ventolin and Spacer) and mobile phone to be taken on the excursion.
- When Conducting the Excursion:
 - All educators, volunteers and children attending are informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.
 - Items to be taken on Excursions
 - A suitable stocked first-aid kit including an EpiPen, Ventolin and Spacer;
 - A mobile phone;
 - Children's emergency contact numbers;
 - Children's medication, if required; and

	<ul style="list-style-type: none">● Other items as required e.g. sunscreen, drinking cups, jackets etc.● Before leaving on the excursion, a notice is prominently displayed at the service which include<ul style="list-style-type: none">● Itinerary and timetable; and● School phone number● Transportation may present additional risks to children depending on how it occurs and how transition between a vehicle and an education and care service premises or other location is managed. These risks apply equally to single trips or during periods of regular transportation.● Safety of children is considered in the choice of route and mode of transport. Our preschool follows all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.● Educators ensure children obey road rules and cross roads at a crossing or traffic lights where available. Educators remain vigilant to ensure no child runs ahead or lags behind the group.● No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards such as; rivers, lakes or beaches, risk management strategies will be identified and implemented.● If a child is lost on an excursion, a staff member remains at the site to coordinate the search, while the other group leaders escort the children back to the service.● All excursions are conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or from the evaluation completed after the excursion are addressed and actioned to ensure children's safety.
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**Parent / carer
authorisation**

- 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:
 - 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 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>Families and Volunteers</p>	<ul style="list-style-type: none"> ● On occasion, families / volunteers will be invited to join an excursion.. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service. ● Family members / volunteers are not to be left in sole charge of children and must be supervised by an educator at all times. ● Parent volunteers cannot be considered part of the ratio as they are not qualified. ● All volunteer's/family members' details are entered onto the appropriate 'visitor's record' for that day and a <i>Working with Children Check</i> (WWCC) provided by the Office of the Children's Guardian and 100 point ID check is given to the school office.. ● A <i>Working with Children Check</i> is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a <i>Working with Children Check</i> is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. ● The <i>Working with Children Check</i> is fully portable. It can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.
<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 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 via a note and kinderloop. At times, families are invited to join the preschool on the outing.

<p>Visits to the school and Incursions</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. ● The preschool children visit all areas of the school. They mainly go to the hall, library, and the kindergarten COLA, classrooms and playground. ● During the year visitors visit the preschool / school to entertain, educate and provide a service to the children. ● A risk assessment plan is written before any incursion to ensure the safety and wellbeing of the children, staff and visitors. ● All visitors must report to the school office and provide their WWCC number and 100 points of ID. ● They must also sign the visitors register in the school office and the preschool. ● Authorisations for incursions from parents/carers are obtained as required.
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<p>Record of procedure's review</p>
<p>Date of review and who was involved</p>
<p>Sarah Beesley 21/09/2022</p>
<p>Key changes made and reason/s why</p>
<p>Annual review Align with department's new template</p>
<p>Record of communication of significant changes to relevant stakeholders</p>
<p>Sent to Principal for review 23/09/22 Posted on Kinderloop for parent and community input 26/09/22</p>

Copy and paste a new table to record each occasion the procedure is reviewed.