

# Enrolment, Orientation and Transition Procedures

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	<a href="#">Regulation 99</a> <a href="#">Regulation 100</a> <a href="#">Regulation 101</a> <a href="#">Regulation 102</a> <a href="#">Regulation 168</a>	<a href="#">Excursions Policy</a> <a href="#">Preschool Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA – Excursion risk assessment template</a> <a href="#">Department's Risk management process and proforma</a> <a href="#">Kids and Traffic - website and contact</a>		

Record of procedure's review	
Date of review and who was involved	
07/04/2021 - Lauren Tinslay 15/04/2021 - Kate Jones	
Key changes made and reason/s why	
<ul style="list-style-type: none"> <li>- Adding roles and responsibilities for principal, supervisor and educators to improve clarity of who is responsible for each task.</li> <li>- Changing formatting and order of information to improve access to necessary information.</li> <li>- Clarification of requirements for excursions requiring transport due to changes to regulations.</li> <li>- Addition of consideration for water hazards during the excursion due to changes to regulations.</li> <li>- Additional information about considerations when planning for excursions for ease of use and clarity when planning excursions.</li> </ul>	
Record of communication of significant changes to relevant stakeholders	
15/04/2021 - communicated to Kasey Henness 21/04/2021 - communicated to the P&C	

Staff roles and 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> </ul> <p>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</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.</p> <ul style="list-style-type: none"> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated.</li> </ul>

	<ul style="list-style-type: none"> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool educators including K-6 staff, relief staff and casual staff</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, at least annually, or as required</li> <li>ensuring the details of this procedure's review are documented.</li> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul>

## Risk assessments

Preschool excursions are conducted in line with the department's [Excursion Policy Implementation Procedures](#). Educators communicate their intent to plan an excursion to the preschool supervisor who communicates this information to the school principal at an executive meeting. Excursions are approved by the school principal or deputy principal after educator consultation with the preschool supervisor and a risk assessment has been submitted to the executive team.

A risk assessment is developed by preschool educators prior to the excursion taking place using the Department of Education [risk management proforma](#). 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 the 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 in a meeting with preschool educators and the preschool supervisor. In addition, need for extra adults is determined, such as family volunteers. This information is included in the risk assessment which is then approved by the school principal.

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 incursions, however, families are informed of any organised visits through Seesaw newsletters and announcements.

## **Organisation and Planning**

In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children:

- The preschool teacher will carry the sign in/out register as a record of the children in attendance on that day. They will mark this register prior to leaving the preschool, when moving between spaces at the excursion venue and prior to leaving the excursion venue.
- Educators will perform head counts prior to leaving any venue, when re-grouping such as at road crossings, and on arrival at a new venue.
- Educators will carry their mobile phones, the portable first aid kit green bag with general use Epipens and Ventolin, children's individual emergency medication and medical plans and children's emergency contact information on all excursions.
- Consideration will be taken during the risk assessment whether additional drinking water and children's spare clothes need to be brought on the excursion.
- Consideration will be made whether it is practical for the family of a child who arrives late to preschool to meet the group at the excursion venue or not.
- If food or drink is to be brought on the excursion, educators will notify families that they need to pack an ice brick to ensure perishable foods are kept cool during the excursion. Educators will check each child's food to ensure this has occurred and spare ice-bricks are stored in the preschool freezer for children who do not have one.
- If food or drink is to be distributed on the excursion, educators will at all times carry a list of any children with specific dietary requirements and allergies/intolerances. Educators will communicate in advance to the venue or

provider of food about these children and find a suitable option which does not include these foods or allergens.

- Consideration of whether an educator needs to visit the excursion venue in advance to effectively assess the risks on site.
- If walking, consideration of the relevant risks for the excursion will determine how will children be grouped (e.g. in one line, or two lines), which route will be taken and how all educators and adults will be informed about the route taken.
- When walking, educators will position themselves at the front and back of the group of children. When crossing roads, children will be bunched closely to allow them to cross more quickly. One educator will enter the road crossing to block cars before the children and stay until all children have crossed the road. The other educator will position themselves at the front of the group then wait at the other side for all children to cross. Educators will watch for hazards such as cars, bicycles and pedestrians, getting children to walk away from the road side of the footpath and keep space for others to pass.
- The preschool teacher will notify all accompanying educators and volunteers about relevant preschool procedures relating to the excursion such as excursions procedures, children with medical conditions and administration of first aid.

### **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:

- 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
- 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/Local Walks**

For regular outings and local walks (e.g. to Callan park or Orange Grove Plaza shops) 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 asked to provide this authorisation at the start of the year in the preschool enrolment pack. Families are notified of upcoming local walks well in advance via the Seesaw newsletter and announcements.

### **Visits to the school**

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.