

Orange Grove Public School Preschool

Excursions Procedures

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

Record of procedure's review
Date of review and who was involved
20/03/2024 - Lauren Tinslay
Key changes made and reason/s why
<ul style="list-style-type: none"> - Reorganisation of the details of the procedure, links and associated guidelines due to updates to the preschool procedure guidelines.
Record of communication of significant changes to relevant stakeholders
<ul style="list-style-type: none"> - Communicated to preschool educators, supervisor and principal 20/03/2024

Staff roles and responsibilities	
School principal	<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"> • 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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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 could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this

Staff roles and responsibilities	
	<p>procedure</p> <ul style="list-style-type: none"> • reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 including K-6 staff, relief staff and casual staff	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Risk assessments

Preschool excursions are conducted in line with the [Excursions policy](#).

Educators communicate their intent to plan an excursion to the school principal via email. Excursions are approved by the school principal or deputy principal after educator consultation with the principal 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.

The risk assessment addresses:

- the proposed route and destination for the excursion
- any water hazards
- any risks associated with water-based activities
- if the excursion involves transporting children, the means of transport
- if a bus is being used, information related to seatbelts, by law
 - if the bus seats 12 people or less, each child must sit in an approved child safety seat or child booster
 - if the bus seats more than 12 people, a statement must be included noting if it has seatbelts installed or not
- the process for entering and exiting the preschool and destination
- procedures for embarking and disembarking the transportation, including how each child is to be accounted for on embarking and disembarking
- the number of adults and children involved in the excursion

- given the risks posed by the excursion, the number of teachers and educators and other responsible adults that are required to provide supervision and whether any adults with specialised skills are required
- the proposed activities
- the proposed duration of the excursion
- the items that should be taken on 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 big school are not regarded as excursions, 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.
- Consideration of specific children who may be a flight risk or have additional needs and strategies in place to minimise the risks involved in the excursion.
- 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:

- 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.

Parent authorisations will be stored in the relevant child's enrolment record.

Regular outings/Local Walks

For a regular outing a risk assessment will be conducted and written parent authorisation collected once every 12 months, unless the outing changes substantially.

The information required in the parent information and authorisation is that as what is required in the excursion information and authorisation.

The information provided to parents does not need to give specific dates, but a description of when regular outings will occur.

Families will be notified of upcoming outings.

Parent authorisations will be stored in the relevant child's enrolment record.

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 conducted.

Record of previous procedure reviews
Date of review and who was involved
15/02/2023 - Lauren Tinslay
Key changes made and reason/s why
Removal of consultation with the preschool supervisor during excursion planning due to a change in the processes that now occur.
Record of communication of significant changes to relevant stakeholders
Communicated to preschool staff and principal on 01/03/23
Date of review and who was involved
30/03/2022 - Lauren Tinslay
Key changes made and reason/s why
- No changes
Record of communication of significant changes to relevant stakeholders
01/04/22- Kylie Pearse (educator), Scott McBain (Preschool supervisor) 29/04/22- Kasey Henness (Nominated Supervisor) 09/05/22- communicated to the school Parents and Citizens association