

## Coonamble Public School Preschool



### Excursion Procedure

Associated National Quality Standard	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>		
<b>Related procedure</b>		
<a href="#">Transportation of children</a>		
<b>Staff roles and responsibilities</b>		
<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> </ul>	

<p><b>Preschool supervisor</b></p>	<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"> <li>· analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <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> <li>· developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool educators</b></p>	<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>· ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	

## Risk Assessment

- Preschool excursions are conducted in line with the department's *Excursion Policy Implementation Procedures*.
- A risk assessment is developed at least **one week prior** to the excursion taking place, by the preschool teacher in consultation with the preschool assistant principal. The ACECQA risk assessment template is used.
- 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:
  - o the means of transport
  - o 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.)
  - o the process for entering and exiting the preschool premises
  - o the process for entering and exiting the destination
  - o 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.

**Note- parent volunteers cannot be considered part of the ratio as they are not qualified.**
- Once the risk assessment has been reviewed by the preschool supervisor, it is then sent to the Executive Principal, along with note, itinerary etc for approval.
- 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 via Kinderloop and notes.

## Organisation and Planning

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

- The excursion must be proposed to the stage, discussing the excursion and why/how it will be beneficial to the children.
- A **CPS Preschool event proposal form** must be provided to the Executive Principal **over 1 week prior** to the proposed excursion (where possible).
- If the location has not been visited by staff a pre-visit must be conducted (where possible).
- The risk assessment (see above) and written authorisation (see below) must be created and submitted to the supervisor and then to the Executive Principal **1 week prior** to the excursion.
- Parents/carers will have a note sent home to notify them of the details of the excursion and to invite them to attend (**days before**).
- All Staff attending the excursion, will meet prior to the excursion day to discuss the planned excursion, designate staff roles and read the risk management plan.
- On the day of the excursion the preschool teacher or another designated staff member will visit the site (where possible) to do a safety inspection.
- Parents/carers will sign written authorisation form on the day of the excursion and collected by the preschool teacher.
- A sign will be placed on the preschool door stating that preschool children are on an excursion, where the excursion is and a contact number. Late students may be taken to the excursion location by parents/carers and signed in there. If they are not attending the excursion and are late they will need to return home with their parent/carer.
- It is the preschool teachers responsibility during the excursion to carry the **arrival and departure register, emergency contacts, a mobile phone and the written authorisations**. The preschool teacher is responsible for marking the roll prior to leaving, conducting head counts on the bus, at the destination and during the visit. The preschool teacher must also mark the roll prior to leaving, conduct a head count on the bus and mark the roll once back at the preschool.
- The preschool first aid officer will carry the first aid bag, emergency medication and action plans, children's medication and health care plans and spare clothes.
- The preschool teacher will support the children to bring their own water bottle and bag if necessary.
- Any food distributed on the excursion will be screened by the preschool teacher to ensure it is not trigger food for children with allergies or at risk of anaphylaxis.

	<ul style="list-style-type: none"> <li>· During the excursion the bus will be parked so the children do not need to cross the road. However, if crossing a road is required, a zebra crossing will be used, where available.</li> </ul> <p>Any volunteers who are not parent/carers will require a WWWC number. This must be applied for prior to the excursion. At no time can a parent/carer be left responsible for a group of children during the excursion.</p>
<p><b>Parent and Carer Authorisation</b></p>	<ul style="list-style-type: none"> <li>· 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"> <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> <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>○ a risk assessment has been prepared and is available at the service</li> <li>○ the means of transport that will be utilised, if the excursion involves transporting children</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> </ul> </li> <li>· The proposed note must be presented to the Executive Principal, along with the risk assessment prior to the excursion.</li> </ul>
<p><b>Regular Outings</b></p>	<ul style="list-style-type: none"> <li>· 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 Kinderloop post or a sign. Families are invited to join the regular outings, by meeting the children at the destination.</li> </ul>

<p><b>Visits to the School</b></p>	<p>· 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. Children are able to visit all areas of the school playgrounds throughout the year. School buildings include the school front office, library, hall, canteen and kindergarten and support classrooms.</p>
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<p>Record of procedure's review</p>
<p><b>Date of review and who was involved</b></p>
<p>23/6/2021 Carolyn Jones, Shiralee Robinson and Annette Thomson</p>
<p><b>Key changes made and reason/s why</b></p>
<p>Format was changed to make the procedure more comprehensive and in line with the Leading and Operating Department Preschool Guidelines.</p>
<p><b>Record of communication of significant changes to relevant stakeholders</b></p>
<p>Procedure will be presented at the next P&amp;C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.</p>

## Coonamble Public School – Preschool Excursion Proposal

Proposed event/ Excursion: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Class: \_\_\_\_\_

Number of other staff required: \_\_\_\_\_

Proposed date and time: \_\_\_\_\_

### Purpose of event:

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### Curriculum links:

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### Special Considerations:

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Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_