

Coonamble Public School Preschool



Excursion 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>Regulation 99</p> <p>Regulation 100</p> <p>Regulation 101</p> <p>Regulation 102</p>	<p>Leading and operating department preschool guidelines</p> <p>Excursions policy</p> <p>Excursion planning and management – Implementation document for the Excursions policy [PDF 393 KB]</p>	<p>Kids and Traffic – Transporting children safely [PDF 4.0 MB]</p> <p>ACECQA – Excursion risk assessment template</p> <p>ACECQA’s policy and procedures guidelines – Excursions [PDF 203 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. 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>
<p>Preschool supervisor</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 could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure

	<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 teacher(s) and educator(s)	<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.

Procedure

Risk assessment	<ul style="list-style-type: none"> • 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. • The risk assessment addresses: <ul style="list-style-type: none"> – 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

* 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.

- After the risk assessment has been completed and the hazards identified and considered, educator to child ratios and supervision requirement are determined. **Parents/volunteers and untrained staff may be used to support students, however, they are not considered part of the ratio.**
- 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 excursions, 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, the route that will be taken, designate staff roles and read the risk management plan.
- All volunteers, attending parents and school staff will be briefed by the preschool teacher on the route to the destination and with relevant preschool procedures (for example, excursions, medical conditions, administration of first aid).
- 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 the written authorisation form on the day of the excursion and these will be 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

	<p>mark the roll prior to leaving, conduct a head count on the bus and mark the roll once back at the preschool.</p> <ul style="list-style-type: none">• The <u>preschool first aid officer</u> will carry the first aid bag, emergency medication and action plans, children’s medication and health care plans and spare clothes.• The <u>preschool teacher</u> will support the children to bring their own water bottle and bag if necessary.• A sign will be placed on the preschool door informing all visitors of where the preschool class is, when they will be returning and a contact number. In the case a child is late to preschool and the group has already departed, the staff may be contacted and the child may be dropped off.• 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.• 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.• Any volunteers who are not parent/carers will require a WWCC 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.
Written parent authorisation	<ul style="list-style-type: none">• Written authorisation and consent will be given by a parent before their child leaves the preschool premises on an excursion. The written authorisation will include:<ul style="list-style-type: none">– 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

	<ul style="list-style-type: none"> – 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 used and a description of the seatbelts or safety restraints that will be used. <ul style="list-style-type: none"> • Parent authorisations for regular excursions will be stored in the relevant child's enrolment record and also stored in the relevant excursion file and on Google Drive in digital format.
Regular outings	<ul style="list-style-type: none"> • 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. • Parents will be notified of upcoming outings via notes, Kinderloop and verbal discussions. • Parent authorisations will be stored in the relevant child's enrolment record.
Visits to the school	<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 conducted.
--	--

Record of procedure's review

Date of review	22/11/23
Who was involved	Shiralee Robinson, Miriam McKeown, Leanne McMaster and Carolyn Jones
Key changes made and reason why	Change to format and risk assessment requirements.
Record of communication of significant changes to relevant stakeholders	Principal – Emailed to Annette Thomson – 27/11/23 Staff – All preschool staff were involved in the review meeting 22/11/23 Parents – Shared via Kinderloop 27/11/23 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.

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:

Curriculum links:

Special Considerations:

Teacher Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____