

# Bass Hill Public School



## Preschool excursions procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation <a href="#">99</a> Regulation <a href="#">100</a> Regulation <a href="#">101</a> Regulation <a href="#">102</a> Regulation <a href="#">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>		
Transportation of children		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <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>	
<b>Preschool supervisor</b>	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.	
<b>Preschool educators</b>	The preschool educators are responsible for working with leadership to ensure: <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>	
<b>Procedure</b>		
<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>Preschool excursions are conducted in line with the department's <i>Excursion Policy Implementation Procedures</i>. <a href="#">Application for approval for excursion</a></li> <li>A risk assessment is developed prior to the excursion taking place. A ACECQA</li> </ul>	

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		<p>template is used to for the risk assessment and is developed by the preschool teacher in consultation with the supervisor. It is then handed to the principal.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If an excursion involves the transportation of children, the risk assessment must also consider: <ul style="list-style-type: none"> <li>○ the means of transport</li> <li>○ 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.)</li> <li>○ the process for entering and exiting the preschool premises</li> <li>○ the process for entering and exiting the destination</li> <li>○ procedures for embarking and disembarking the means of transport, including how each child is to be accounted for.</li> </ul> </li> <li>• 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.</li> <li>• After the risk assessment has been completed and the hazards identified and considered, educator to child ratios are determined by the preschool teacher in consultation with the supervisor and principal. <i>Ratios are guided by regulations</i></li> <li>• Accompanying the group on the excursion will be at least one educator who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications.</li> <li>• Visits to the preschool from outside providers are not regarded as incursions, however, families are informed of any organised visits. This is communicated to families by either Dojo or written letter.</li> </ul>
<p><b>Organisation and planning</b></p>		<ul style="list-style-type: none"> <li>• In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children: <ul style="list-style-type: none"> <li>- Preschool teacher to liaise with supervisor regarding type of excursion and when it will be held.</li> <li>- Excursion to be added to the school calendar by supervisor or preschool teacher</li> <li>- Excursion note to be prepared by either preschool teacher or supervisor.</li> <li>- Note to be sent home to families atleast two weeks prior to event.</li> <li>- Preschool teacher will carry the group list with emergency details.</li> <li>- Preschool teacher and SLSO will perform head counts throughout the day</li> <li>- If a child is late to preschool and the group has already departed, the parent can elect to meet the group at the excursion venue.</li> <li>- Items that will be taken and carried by the preschool teacher or SLSO first aid kit, individual emergency medication and action plans, mobile phone, children's emergency contacts, spare clothing, spare drinking water</li> </ul> </li> </ul>

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<p><b>Parent / carer authorization</b> (Sub Regulation 4)</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>○ that a risk assessment has been prepared and is available at the service</li> <li>○ if the excursion involves transporting children, the means of transport that will be utilised</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> </ul>
<p><b>Regular outings</b></p>		<ul style="list-style-type: none"> <li>• For regular outings, only one parent authorisation and one risk assessment is required in a 12 month period unless there is a change.</li> <li>• Parents are notified of the outing through either Dojo, verbally or written.</li> </ul>
<p><b>Visits to the school</b></p>		<ul style="list-style-type: none"> <li>• Visits to the school 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.</li> </ul>

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
Term 2 - 4 <sup>th</sup> June 2021 by Kristen McNeill
<b>Key changes made and reason/s why</b>
Outline of how to organise and plan an excursion to ensure student safety.
<b>Record of communication of significant changes to relevant stakeholders</b>
Amiee Jahshan – Principal Joanne Jurgeit – Preschool Teacher Patricia May – Preschool SLSO
<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
Term 2 - 17 <sup>th</sup> June 2022 by Joanne Jurgeit
<b>Key changes made and reason/s why</b>
No changes required.
<b>Record of communication of significant changes to relevant stakeholders</b>
Amiee Jahshan – Principal Patricia May – Preschool SLSO