

# Preschool Procedure

## Excursions



<b>Current</b>	<b>Term 2 2019</b>
<b>Next Review</b>	<b>Term 2 2020</b>
<b>Regulation(s)</b>	R.99-102
<b>National Quality Standard(s)</b>	2.3.1: Children are adequately supervised at all times. 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. 6.3.4: The service builds relationships and engages with their local community. 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.
<b>Relevant DoE Policy and link</b>	<a href="#">Excursions Policy PD/2004/0010/V07</a> Implementation Documents: Excursions Policy - Implementation Procedures PDF  <a href="#">Domestic Excursions</a> (intranet)
<b>Relevant School Procedure</b>	
<b>DoE Leading and Operating Department Preschools Guidelines</b>	Excursions and Incursion p46 Visits into the school p47 Regular Outings p48
<b>Key Resources</b>	<a href="#">ACECQA Excursion risk management plan template</a> <a href="#">Sample Risk Management Plan: Excursions</a> (DoE intranet)

- Children cannot be taken from the preschool without consent. See below for a list of the information which needs to be included in the information note for families.
- Visits to the school are not regarded as excursions, however, families should be informed that the visit will be taking place.
- A visit to the main school is not considered an excursion and does not need a consent form from the parents.
- For regular outings, only one parent authorisation and one risk assessment is required in a 12 month period unless there is a change.
- Child ratio excursions are to be determined after the risk assessment has been completed and the hazards identified. Ratios are guided by regulation 101.

- Information and authorisation notes are provided to parents containing the information stated in regulation 102. Written consent by a parent/carer must be provided before the for the child can attend the excursion.

## **DoE Preschool Handbook- Appendix 2.7**

### **Risk assessment and authorisation for excursions**

Regulation 100 states that the nominated supervisor must ensure that a risk assessment is carried out in accordance with regulation 101.

#### ***Regulation 101 – Conduct of risk assessment for excursion***

1. *A risk assessment for an excursion must:*
  - b) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
  - c) specify how the identified risks will be managed and minimised.
2. a risk assessment must consider:
  - a) the proposed route and destination for the excursion
  - b) any water hazards
  - c) any risks associated with water-based activities
  - d) the transport to and from the proposed destination for the excursion
  - e) the number of adults and children involved in the excursion
  - f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g specialised skills could include life-saving skills.)
  - g) the proposed activities; and
  - h) the proposed duration of the excursion; and
  - i) the items that should be taken on the excursion. (e.g A mobile phone and a list of emergency contact numbers for children on the excursion).

#### ***Regulation 102 – Authorisation for excursions***

Regulation 102 states that the nominated supervisor must ensure that a child being educated and cared for by the service is not taken outside the service premises on an excursion unless written authorisation has been provided.

Sub regulation 4 – The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state:

- a) the child's name
- b) the reason the child is to be taken outside the premises
- c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- d) a description of the proposed destination for the excursion
- e) the method of transport to be used for the excursion
- f) the proposed activities to be undertaken by the child during the excursion; and
- g) the period the child will be away from the premises
- h) the anticipated number of children likely to be attending the excursion
- i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- k) that a risk assessment has been prepared and is available at the service.