**Ashcroft Public School Preschool Procedure**

**Excursions**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 168(2)(g)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html) [Regulation 100](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s100.html) [Regulation 101](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s101.html) [Regulation 102](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s102.html)  | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* [Excursions Policy](https://education.nsw.gov.au/policy-library/policies/excursions-policy) PD/2004/0010/V07
* [Excursions Policy Implementation procedures](https://education.nsw.gov.au/policy-library/associated-documents/Proced.pdf)
* Domestic excursions
* Risk management plans
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| **Key resources:** |
| [ACECQA Excursion](http://www.acecqa.gov.au/sample-forms-and-templates-now-available) risk management plan  |
| **Procedures:** |
| * Preschool educators will be familiar with the DoE Excursions Policy and Procedures, and take a risk management approach when conducting excursions to ensure the safety of all children.
* Visits within the primary school are not regarded as excursions unless the school is on a completely separate site and the children need to cross a major road to access the school. However, families should be informed that the visit will be taking place and an annual risk assessment (see below) for visits into the school prepared.
* The preparation of a risk management plan is required to be conducted prior to an excursion being undertaken. This will help educators to identify and assess any potential hazards, measure risks and determine the necessary child to adult ratio required.
* The risk management plan must*:*
* identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
* specify how the identified risks will be managed and minimised.
* The risk management plan must consider:
* the proposed route and destination for the excursion
* any water hazards
* any risks associated with water-based activities
* the transport to and from the proposed destination for the excursion
* the number of adults and children involved in the excursion
* 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.)
* the proposed activities; and
* the proposed duration of the excursion; and
* 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).
* A child cannot be taken from the preschool on an excursion without written consent from their parent or guardian, as 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.
* The following information must be stated in the information and consent note;
* 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 (unless the authorisation is for a regular outing)
* a description of the proposed destination for the excursion
* the method of transport to be used for the excursion
* the proposed activities to be undertaken by the child during the excursion; and
* 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 management plan has been prepared and is available at the preschool
* For regular outings, such as to a local park, only one parent authorisation and one risk management plan is required in a 12 month period unless there is a change in the outing.
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