



# ASHCROFT PUBLIC SCHOOL

## Excursions

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	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> National Quality Standard DoE Policies and procedures		
<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>.</li> <li>• All excursions will need to be approved by the principal. The organiser of the excursion will need to complete the information on School Bytes in <i>Event Management</i>.</li> <li>• A risk assessment is developed prior to the excursion taking place. The organiser will complete a risk assessment (ACECQA or DoE) and upload to School Bytes.</li> <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</li> </ul>	

	<p>identified and considered, educator to child ratios are determined. Deputy Principal will review the risk assessment and consult with the principal to determine ratios. Note: parent volunteers cannot be considered part of the ratio as they are not qualified.</p> <ul style="list-style-type: none"> <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 via Seesaw notifications, Facebook updates, displays in Preschool and letters home.</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>- Who will carry the group list? Will it be marked throughout the excursion?</li> <li>- Who will perform head counts throughout the day? How often?</li> <li>- What plans will be made in case a child is late to preschool and the group has already departed?</li> <li>- What will be taken on the excursion (e.g. first aid kit, individual emergency medication and action plans, mobile phone, children's emergency contacts, spare clothing, spare drinking water)</li> <li>- If food will be distributed on the excursion, who will ensure none of it is a trigger food for a child with food allergies or at risk of anaphylaxis?</li> <li>- Has someone pre – visited the venue or location?</li> <li>- If walking, are all staff familiar with the route?</li> <li>- What process will be used for crossing roads?</li> <li>- Who will ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures (e.g. excursions, medical conditions, administration of first aid)?</li> </ul> </li> </ul>
<p><b>Parent / 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>- that a risk assessment has been prepared and is available at the</li> </ul> </li> </ul>

	<p>service</p> <ul style="list-style-type: none"> <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>
<b>Regular outings</b>	<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 Seesaw notifications, Facebook updates, displays in Preschool and letters home.</li> </ul>
<b>Visits to the school</b>	<ul style="list-style-type: none"> <li>• Visits to Ashcroft Public 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> <li>• Children will regularly visit library, playground, hall, music room and Kindergarten classrooms.</li> </ul>

<b>Record of procedure's review</b>	
<b>Date of review and who was involved</b>	
<b>03/11/2022</b>	Karen Ali, Sarah Philp, Shayla Rash
<b>Key changes made and reason/s why</b>	
Sections created to make procedure clearer to follow	
<b>Record of communication of significant changes to relevant stakeholders</b>	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

*Copy and paste a new table to record each occasion the procedure is reviewed.*