### Excursions procedure

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| 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 |
| NQS: 2.2Regulations: 99, 100, 101, 102 | Leading and operating department preschool guidelines[Excursions policy](https://education.nsw.gov.au/policy-library/policies/pd-2004-0010)[Excursion planning and management – Implementation document for the Excursions policy [PDF 393 KB]](https://education.nsw.gov.au/content/dam/main-education/policy-library/public/implementation-documents/pd-2004-0010-01.pdf) | Kids and Traffic – [Transporting children safely [PDF 4.0 MB]](https://kidsandtraffic.mq.edu.au/wp-content/uploads/2021/04/Transporting-Children-Safely-2023-Accessible.pdf)[ACECQA – Excursion risk assessment template](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates?utm_medium=email&utm_campaign=Education%20and%20Care%20Services%20National%20Amendment%20Regulations%202020%20-%20safe%20transportation%20of%20children%20%20staffing%20provisions%20in%20SA&utm_content=Education%20and%20Care%20Services%20National%20Amendment%20Regulations%202020%20-%20safe%20transportation%20of%20children%20%20staffing%20provisions%20in%20SA+CID_b083e5d70844b831bfa30184bae16643&utm_source=Email%20Marketing%20Software&utm_term=risk%20assessment%20templates)ACECQA’s policy and procedures guidelines – [Excursions [PDF 203 KB]](https://www.acecqa.gov.au/sites/default/files/2021-08/ExcursionsPolicyGuidelines.pdf) |

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| **Staff roles and responsibilities** |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* 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.
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| **Preschool supervisor** | 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 includes: * analysing complaints, incidents or issues and what the implications are for the updates to this procedure
* reflecting on how this procedure is informed by relevant recognised 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.
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| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* all staff in the preschool and daily practices comply with this procedure
* storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers
* being actively involved in the review of this procedure, as required, or at least annually
* ensuring the details of this procedure’s review are documented.
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| **Procedure** |
| **Risk assessment** | * Preschool excursions are conducted in line with the department’s *Excursion Policy Implementation Procedures.* Processes for excursion approval and planning are outlined in the CHPS Excursion Policy and CHPS Excursion Procedures.
* A risk assessment is developed prior to the excursion taking place, using the DoE template.
* The risk assessment addresses:
	+ 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
		- if the 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.
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| **Organisation and planning** | * In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children:
	+ Who will carry the group list? Will it be marked throughout the excursion?
	+ Who will perform head counts throughout the day? How often?
	+ What plans will be made in case a child is late to preschool and the group has already departed?
	+ 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)
	+ 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?
	+ Has someone pre – visited the venue or location?
	+ If walking, are all staff familiar with the route?
	+ What process will be used for crossing roads?
	+ Who will ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures (e.g. excursions, medical conditions, administration of first aid)?
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| **Written parent authorisation** | * 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:
	+ 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
	+ 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 utilised and a description of the seatbelts or safety restraints that will be used.
* Parent authorisations will be stored in the relevant child’s enrolment record.
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| **Regular outings** | * 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.
* Parent authorisations will be stored in the relevant child’s enrolment record.
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| **Visits to the school** | * 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 prepared.
* Parents are asked to sign a written authorisation at the beginning of each year explaining that regular visits into the school to visit the library or engage in whole school events will occur.
* Parents are informed about these events and visits throughout the year through written notes and/or SeeSaw posts.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 4.8.2021. Sally Egan, Rebecca Donaldson, Jessica Le. |
| **Key changes made and reason/s why** |
| Adopted new DoE template.  |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 5.08.22 Sally Egan, Rebecca Donaldson.  |
| **Key changes made and reason/s why** |
| Nil – annual review.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Rebecca to review procedures with Francesca.  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 2.6.2023. Sally Egan.  |
| **Key changes made and reason/s why** |
| Nil – annual review.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Preschool educators reminded of responsibilities for regular outings.  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 28.5.2024. Sally Egan.  |
| **Key changes made and reason/s why** |
| Minor wording changes to align with new DoE template. No change to current processes.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Updated version shared with Rebecca Donaldson and Neil Bourke.  |

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| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
| Updated version shared with Rebecca Donaldson and Neil Bourke.  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 27.5.2025. Sally Egan, Rebecca Donaldson, Shumaila Shoiab, Thi Nguyen |
| **Key changes made and reason/s why** |
| No change.  |
| **Record of communication of significant changes to relevant stakeholders** |
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