Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Excursions – preschool procedure table

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: 2.2 **Regulations: 99, 100, 101, 102**	Leading and operating department preschool guidelines Excursions policy Excursion planning and management – Implementation document for the Excursions policy [PDF 393 KB]	Kids and Traffic – Transporting children safely [PDF 4.0 MB] ACECQA – Excursion risk assessment template ACECQA's policy and procedures guidelines – Excursions [PDF 203 KB]

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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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
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 which 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.
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

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Procedure

Risk assessment	• A risk assessment is developed prior to the excursion being planned. 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. • A risk assessment is developed by the teacher prior to the excursion taking place, using DoE template in **Preschool > 2025 > Risk Management** Teams Drive, in conjunction with the Preschool supervisor, and is subject to approval by the principal. • 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. • 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:
	  ○ The group list will be carried in the first aid bag by the SLSO, along with a copy of STUDENT INFORMATION. The group roll, including head count, will be checked regularly by the teacher.
	  ○ Should a child be late all attempts will be made to contact the family before the group leaves.
	  ○ Information regarding excursion will be provided at the front entrance of the preschool, if the group has left.
	• The First aid kit, which contains all individual emergency medication and action plans, mobile phone and children's emergency contacts is always taken when any group goes outside the preschool.
	• spare clothing and spare drinking water is also taken as required.
	• If food is distributed on the excursion, the staff will ensure none of it is a trigger food for a child with food allergies or at risk of anaphylaxis.
	• Pre–visits are encouraged (if possible) and if walking all staff are familiar with the route.
	• Road safety is discussed and taught prior to the excursion and explicitly followed during the trip.
	• An adult always leads the group with another following keeping the group in between.
	• The preschool teacher will ensure all accompanying staff and parent volunteers are familiar with relevant preschool procedures (e.g. excursions, medical conditions, administration of first aid)
	• **Absconding** children must be considered when leaving / returning to preschool and getting on and off the arranged transport as significant safety factor.
	• The Excursion and Regular Outing templates can be found at **Preschool > 2025 > Admin > Notes** in the preschool Teams Drive.

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Written parent authorisation	• Written authorisation and consent will be given by a parent before their child leaves the preschool premises on an excursion. The written authorisation will include: o the child's name o the reason the child is to be taken outside the premises o the date the child is to be taken on the excursion o a description of the proposed destination and method of transport to be used for the excursion o the proposed activities to be undertaken by the child during the excursion o the period the child will be away from the premises o the anticipated number of children likely to be attending the excursion o the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion o the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion o that a risk assessment has been prepared and is available at the service o if the excursion involves transporting children, the means of transport that will be used 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.
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.
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 conducted.

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Record of procedure's review

Date of review	20/5/25
Who was involved	Alison Finlayson
Key changes made and reasons why	Addition of Excursion and Regular Outings notes templates
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Steph, Ghata, Barbara and Michelle Parents: Nil impact for parents Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Date of review	3/3/25
Who was involved	Alison Finlayson
Key changes made and reasons why	Update for location of WHS Risk Management Form and Excursion and Regular Outings notes
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Steph, Ghata, Barbara and Michelle Parents: Nil impact for parents Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

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Date of review	04/04/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes - updated template available from Early Learning
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

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