

Preschool Procedures. Excursions

Current	Dec 2018
Next Review	2019
Regulation(s) of the Education and Care Services National regulations	Regulation 168(2)(g) Regulation 100 Regulation 101 Regulation 102
National Quality Standard(s)	Standard 2.2
Relevant DoE Policy and link	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Excursions Policy PD/2004/0010/V07 • Excursions Policy Implementation procedures • Domestic excursions • Risk management plans
DoE Preschool Handbook January 2016	<u>Preschool Handbook (PDF 7.22MB)</u>
Key Resources	ACECQA excursion risk management plan template

Common Procedures:

Preschool specific 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.
- Parental permission is required for a child to take part in any excursion.
- The preparation of a risk assessment is required to be conducted prior to an excursion being undertaken and permission sought from parents for the excursion to take place. This will help educators to identify and assess any potential hazard, including water hazards, measure that risk and determine the level of required management associated with any excursion. The risk assessment will be available for families to view, on request.
- For regular outings, such as a short walk in the local area, only one parent authorisation and one risk assessment is required in a 12 month period unless there is a change. Parents will be notified when these are occurring via a sign in the preschool entrance.
- When preparing information about the excursion for parents, the total number of adults accompanying the children will be recorded.
- Visits to the 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.

- When visiting areas of the school, Preschool staff will take a class list.
- When preparing risk assessments for short walks, the Preschool staff will make decisions regarding adult/child ratios required.

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, a portable first aid kit, individual health care plans and corresponding medication.)

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