Early Intervention and Preschool Procedure

Excursions



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| **Current** | September, 2017 |
| **Next Review** | 2018 |
| **Regulation(s)** | R.99-102 |
| **National Quality Standard(s)** | Standard 2.2: Safety-Each child is protected. |
| **Relevant DoE Policy and link** | [Excursions Policy](https://education.nsw.gov.au/policy-library/policies/excursions-policy)  |
| **DoE Preschool Handbook January 2016** | Wellbeing, page 40Wellbeing Appendix 2.7 (attached)**Risk assessment and authorisation for excursions**   |
| **Key Resources** | [Excursion Implementation Procedures](https://education.nsw.gov.au/policy-library/associated-documents/Proced.pdf)[ACECQA Excursion Risk Management Plan](http://files.acecqa.gov.au/files/Templates/Excursionriskmanagementplan.pdf)Annandale Public School Preschool Short Walk Local Excursion information and consent note (attached) |

**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 at the service.

**Early Intervention specific procedures:**

TO BE MODIFIED

**2017 Permission Note - Short Walk (Local Excursion)**

Dear Parents and Carers

During the school year children often leave the school in classes or groups to participate in planned educational programs that involve short walks within the local area.

All of the short walking excursions are planned and supervised by teachers and you will be informed of any planned event.

If you agree to your child participating in these infrequent short walk excursions please sign and return this note to your child’s teacher.

If you have any concerns or queries, please don’t hesitate to contact your child’s classroom teacher.

Dace Elletson
Principal
**3 December 2016**

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**2017 Permission Note - Short Walk (Local Excursion)**

I give/do not give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in short walk excursions of the local Annandale area. I understand that in the event of an excursion such as this I will be informed prior to the event.

Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_