



Guliyali Preschool Procedure

Excursions

Reviewed: 27/03/2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<u>Regulation 168(2)(g)</u> <u>Regulation 100</u> <u>Regulation 101</u> <u>Regulation 102</u>	<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 	Page 40	N/A

Resources:

- ACECQA [excursion risk management plan](#) template

- Preschool excursions are conducted in line with the Department's Excursion Policy Implementation Procedures. Preschool teachers must be familiar with the policy and procedures and take a risk management approach when conducting excursions to ensure the safety of all children.
- To ensure adequate supervision and in recognition of the age of the children, the Department's excursion procedures reflect the Education and Care Services National Regulations especially regulations 100, 101, 102.
- As for the rest of the school, children need parental permission to take part in any excursion. For regular outings only one parent authorisation and one risk assessment is required in a 12-month period unless there is a change.
- When preparing information about the excursion for parents the total number of adults accompanying the children must be recorded. It is recommended to also include the names of staff members.
- The school mobile phone will also be taken on the excursion so parents can make contact in an emergency.
- Visits to the school are not regarded as excursions however families should be informed that the visit would be taking place.
- There is no set educator to child ratio for excursions this needs to be determined after the risk assessment has been completed and the hazards identified.

➤ **IMPLEMENTATION:**

Planning and preparations – all excursions will be planned in advance to:

- Maximise both children's developmental experiences and their safety
- Reflect the age, capacity and the interests of the children
- Ensure they are properly supervised and conducted with fully informed written parental permission.

All excursions will be researched to ensure:

- Supervision is adequate so children cannot be separated from the group

- Access to hazardous equipment and environment are minimised
- There is adequate access to food, drink and other facilities (toilets, hand-washing etc.)
- Consideration is given to the mobility and supervision requirements of children with additional needs that adequate sun and shade protection is available.

When planning for an excursion staff will:

- Assess the requirement for the excursion
- Conduct a risk assessment
- Book transport & venues
- Make alternate arrangements for adverse weather conditions
- Inform families of details of the excursion including destination, objectives and what the child should bring
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion
- Collect completed permission forms for each child attending the excursion
- Request additional adult participation in the excursion where required
- Arrange for a suitable equipped first aid kit (including EpiPen, Ventolin and spacer) and mobile phone to be taken on the excursion

➤ **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.
- The preschool teacher will ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose on the safety, wellbeing and health of any child whilst on the excursion and will specify how Guliyali Preschool will manage any risk identified.
- If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

Regulation 101 – Conduct of risk assessment for excursion

1. *A risk assessment for an excursion must:*

- a. Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
- b. Specify how the identified risks will be managed and minimised.

2. *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 such as life-saving skills.
- g. The proposed activities;
- h. The proposed duration of the excursion; and
- i. The items that should be taken on the excursion such as a mobile phone and a list of emergency contact numbers for all the children on the excursion.

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:

1. The child's name
2. The reason the child is to be taken outside the premises
3. The date the child is to be taken on the excursion (unless the authorisation is for a regular outing).
4. A description of the proposed destination for the excursion
5. The method of transport to be used for the excursion
6. The proposed activities to be undertaken by the child during the excursion
7. The period the child will be away from the premises
8. The anticipated number of children likely to be attending the excursion
9. The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
10. The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
11. That a risk assessment has been prepared and is available at the service.

➤ **FAMILIES AND VOLUNTEERS:**

- Families will be encouraged to participate in excursions to assist in maintaining suitable child:staff ratios.
- If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- Family members/volunteers will not be left in sole charge of children and must be supervised by an educator at all times.
- All parents or close relatives of children at the preschool who volunteer will be entered into the appropriate 'visitors record' for that day and complete "Appendix 5 – Declaration for volunteers and non-child related contractors." These parents/close relatives should complete this Appendix, provide the school with 100 points of ID and do not need a Working With Children Check (WWCC).
- This declaration does not apply to volunteers who are working as part of a formal mentoring program, involved in intimate or personal care of children with a disability (whether or not a parent or close relative at the school at which they are volunteering) and not a parent or close relative of a student at the school at which they are volunteering. This declaration does not apply to contractors who are ordinarily involved in direct contact with children for extended periods (for e.g. Speech Pathologists, health workers, music tutors etc.). Those workers listed above need to provide the school with Appendix 11, a WWCC clearance and 100 points of ID in order that they can be verified via eCPC.
- A WWCC is a requirement for people who work or volunteer in child-related work (not required for a parent or close relative at the preschool at which they are volunteering). It involves a national criminal history check and a review of findings of workplace misconduct. The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.
- The WWCC is fully portable so it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

Items to be taken on excursions include:

- A suitably stocked first-aid kit including an EpiPen, Ventolin and spacer
- A mobile phone
- Children's emergency contact numbers
- Children's medication if required; and
- Other items as required such as sunscreen, drinking cups, jackets etc.

If a child is lost on an excursion, a staff member remains at the site to coordinate the search, while the other group leaders escort the children back to the service

➤ **TRANSPORT AND TRAFFIC:**

- Safety of children will be considered in the choice of route and mode of transport. Our preschool will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.
- Educators will ensure children obey road rules and cross roads at a crossing or traffic lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

➤ **SUPERVISION:**

- Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion taking into account ratios and all risks and hazards likely to be encountered.
- The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

➤ **WATER HAZARDS:**

- No excursions will be conducted to a swimming pool or other water related activities where there are significant water hazards such as rivers, lakes or beaches. The risk management strategies will be identified and implemented.

➤ **CONDUCTING THE EXCURSION:**

- All educators, volunteers and children attending will be informed of the excursion timetable and itinerary, special requirements, safety procedures, grouping of children and responsibilities on StoryPark. Before leaving on the excursion a notice will also be prominently displayed at the service which includes:
 - Timetable and itinerary; and
 - Mobile phone contact number

➤ **EVALUATION:**

- The Preschool Teacher and School Learning Support Officer conduct all excursions in a safe manner with approval from the Preschools Assistant Principal and Preschools Nominated Supervisor. Any improvements identified in the risk assessment prior to conducting the excursion or from the evaluation completed after the excursion are addressed and actioned to ensure children's safety.