

# Casino West Public School Preschool

## Localised Procedure



### Excursions

Reviewed: 24/08/2021 Next Review: 24/08/2021

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	National Quality Standard(s)	Preschool Guide reference	School policy or procedure, where applicable
<p><u>Regulation 168(2)(g)</u></p> <p><u>Regulation 100</u></p> <p><u>Regulation 101</u></p> <p><u>Regulation 102</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>:</p> <ul style="list-style-type: none"> <li>• <u>Excursions Policy</u> PD/2004/0010/V 07</li> <li>• <u>Excursions Policy Implementation procedures</u></li> <li>• Domestic excursions</li> </ul> <p>Risk management plans</p>	<p><b>2.2.1: Supervision</b></p> <p>At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.</p> <p><b>2.2.2 Incident and Emergency management</b></p> <p>Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.</p> <p><b>6.2.3: Community Engagement</b></p> <p>The service builds relationships and engages with its community.</p> <p><b>7.1.2: Management systems</b></p>	<p>Pages 60-61</p>	

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		Systems are in place to manage risk and enable the effective management and operation of a quality service.		
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- 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.
- Children need parental permission to take part in any excursion. However, for regular outings (Casino West Public School Preschool currently has no regular outings) only one parent authorisation and one risk assessment is required in a 12-month period unless there is a change. The information consent form does not need to specify specific dates, however, families will be notified of an upcoming planned outing through the usual communication processes such as online notification through Class Dojo, a message displayed in the preschool entrance or verbally on dropoff/pickup.
- 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.
- A mobile phone will also be taken on the excursion so parents can make contact in an emergency.
- A visit into the school is not considered an excursion. However, an annual risk assessment needs to be developed and one-off permission note is fulfilled. If a road needs to be crossed to visit any part of the school, the visit is considered an excursion or regular outing, and written authorisation for each child will be required.
- 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.
- Individual children’s health plans are taken in the excursion / evacuation bag along with any medication needed for the child.

➤ **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;

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- 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 excursion;
- Request additional adult participation in the excursion where required from parents possessing a WWCC;
- Arrange for a suitably equipped first aid (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 safety, wellbeing and health of any child whilst on the excursion and will specify how Casino West Public School 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:

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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.

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).

## ***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

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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.

➤ **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 volunteer's/family members' details will be entered into the appropriate 'visitor's record' for that day and complete the Working with Children Check (WWCC) provided by Office of the Children's Guardian.
- A Working with Children Check is a requirement for people who work or volunteer in child-related work. 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.

➤ **Items to be taken on excursions include:-**

- A suitable stocked first-aid kit including an EpiPen, Ventolin and Spacer;
- A mobile phone;
- Children's emergency contact numbers;
- High-Vis child safety vest;
- Hold-a-ring walking rope;
- Children's medication, if required; and
- Other items as required e.g. 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.

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- 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: -**
- An additional Risk Assessment will be completed if an excursion is planned where there are water hazards such as; rivers, lakes or beaches, risk management strategies will be identified and implemented.
- **Conducting the Excursion: -**

All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

Before leaving on the excursion, a notice will be prominently displayed at the service which includes:

- Itinerary and timetable; and
- Mobile phone contact number.

➤ **Evaluation: -**

All excursions are conducted in a safe manner and evaluated. 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.