



Little Jarjums Preschool

Casino West Public School

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Excursions – preschool procedure

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]

Responsibilities

School principal	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> 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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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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. This could include:
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	<ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • 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.

Procedure

Risk assessment	<ul style="list-style-type: none">• 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 on the DoE template is developed by the Preschool Teacher and signed off by the principal prior to the excursion taking place.• The risk assessment addresses:<ul style="list-style-type: none">— the proposed route and destination for the excursion— any water hazards
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	<ul style="list-style-type: none"> — 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> • 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.
Organisation and planning	<ul style="list-style-type: none"> • In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children: <ul style="list-style-type: none"> — The teacher will carry the group lists. This will be marked at various stages of the excursion including but not limited to: <ol style="list-style-type: none"> 1. Morning Roll 2. Departin Little Jarjums 3. Arrival at destination 4. Departing destination 5. Arrival back at Little Jarjums

	<ul style="list-style-type: none"> — A head count will be conducted every 15 mins throughout the excursion by the preschool teacher. — If a child is late to preschool and the group has already departed, a sign is left on the preschool sign in table to details to speak to the office staff. The office staff will notify the parent that they are welcome to drop their child off to the excursion or alternatively be contacted when we return for their child to be dropped to preschool if they wish. — If food is provided during the excursion, the preschool teacher will ensure that none of it contains allergens or trigger foods for any child with allergies or at risk of anaphylaxis. This is carefully planned during the excursion preparation period and re-confirmed on the day of the event. — If the excursion is taking place at an unfamiliar venue/location, the organiser of the excursion will pre-visit the venue to ensure safe for children and to inform the risk assessment. — If walking, all staff are debriefed on the route being taken, with a map placed in the risk assessment for reference. — Wherever possible, roads will be crossed using a designated pedestrian crossing, with staff positioned at the front, middle, and end of the group to ensure safety. In the absence of a pedestrian crossing, the same staffing arrangement will apply, with the front educator assessing and confirming the road is clear before crossing, followed by confirmation from the middle and end educators. — All staff, parents, and volunteers assisting with the excursion will be inducted and briefed by the preschool teacher on relevant preschool procedures, including but not limited to excursion protocols, medical conditions, and first aid administration
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Regular outings	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

Record of procedure's review

Date of review	30-03-2024
Who was involved	Preschool Team, preschool families. Shared with families for feedback.
Key changes made and reason why	Moved to template provided in the update Department Guidelines.

Record of communication of significant changes to relevant stakeholders	<p>Principal: Lesley Mills communicated at Staff meeting 25/03/24</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</p> <p>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</p>
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Date of review	07/05/2025
Who was involved	Preschool Team, preschool families. Shared with families for feedback.
Key changes made and reason why	Organisation and planning section was discussed at staff meeting and re-written to be more succinct. Shared with families via communication board.
Record of communication of significant changes to relevant stakeholders	<p>Principal: Lesley Mills communicated at Staff meeting</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</p> <p>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</p>

	family's ability to use the service.
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