



## Procedure related to excursions

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.2	100 101 102	Excursions policy Preschool- Obtaining parent's authorisation and consent

### Who develops the excursion risk assessment?

The Preschool Educators develop the risk assessment and identify the possible hazards. We determine appropriate educator levels based on our risk assessment and the hazards identified.

**Note- 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**

Families are invited to come along to our excursions to provide extra support if needed. Before the excursion families are asked to complete a WWCC (Working with children check).

### What information is given in the excursion information and consent note?

Our excursion information and consent forms inform families of the destination of our excursion, date, time, costs, travel details, what needs to be provided and consent to attend our preschool excursion.

### Does the preschool conduct 'regular outings'? If so, where to?

We have a risk management plan in place for visits into our school grounds and buildings. This is reviewed annually or as needed based on issues identified. **Note- for regular outings, only one parent authorisation and one risk assessment is required in a 12 month period unless there is a change to the details.**

### Does the preschool conduct incursions

The Preschool conducts up to three incursions a year based on the children's interests.



Dear Families

The preschool children and educators will be going to (destination) for an excursion on (date).

We will leave the preschool at (departure time) and arrive back at (return time).

We will travel by (mode of transport).

This excursion (reason or rationale for excursion).

Whilst on the excursion the children will (list the activities the group will engage in).

We anticipate (number) children will attend this excursion. (Number) staff members and (number) parent volunteers will attend the excursion. This means that throughout the excursion there will be a ratio of approximately (number) adult to (number) children.

A risk assessment has been prepared for this excursion. Please ask (name of preschool teacher) if you would like to read it.

.....

I give permission for .....(child's first and surname) to attend the preschool excursion to .....(destination).

The excursion will be on .....(date) from .....(time) to .....(time).

I understand the group will travel by .....(mode of transport).

Name:

Signature:

Date: