

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	The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. The principal is responsible for ensuring: - 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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.	
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: - analyzing 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)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: - 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	• 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 minimized. This risk assessment is developed by the organizing teacher in consultation with the preschool AP. The latest DET risk assessment template is used. • The risk assessment addresses: — the proposed route and destination for the excursion — any water hazards. — 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. ○ 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. • 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 specialized skills are required • the proposed activities • the proposed duration of the excursion • the items that should be taken on the excursion.
Organization and planning	• In planning the excursion, these items will be considered and addressed to ensure the safety and care of the children: — The group list is to be carried by all attending staff. The nominated educator for the day will mark the list throughout the excursion. — All staff will be responsible for head counts throughout the excursion. With particular attention when getting on and off transport and moving from one location to another. — If a child is late to the preschool and the group has already departed the parent will be given the option to transport the child to the excursion to meet with the rest of the group or keep the child home for the day. All effort will be made to contact the parent to ascertain



	where they are and if appropriate await their arrival before leaving. • If food is distributed on the excursion, all staff members will be aware of any children with food allergies or at risk of anaphylaxis with all staff members carrying up to date medical plans, and first aid plans. — Where applicable the staff member organizing the excursion will visit the location prior to any organising. — When crossing roads there will be a staff member at the beginning of the line of students one in the middle and one at the end to ensure all children cross safely. — The preschool AP and the staff member responsible for organizing the excursion will hold a staff meeting for accompanying staff and parent volunteers prior to the excursion to go through relevant preschool procedures (for example, excursions, medical conditions, administration of first aid) organization for the day (including safe walking routes), medical plans and risk assessments
Written parent authorisation	• Written authorisation and consent will be given by a parent before their child leaves the preschool premises on an excursion. The written authorisation will include: — the child's name — the reason the child is to be taken outside the premises — the date the child is to be taken on the excursion — a description of the proposed destination and method of transport to be used for the excursion — the proposed activities to be undertaken by the child during the excursion — the period the child will be away from the premises — the anticipated number of children likely to be attending the excursion — the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion — the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion — that a risk assessment has been prepared and is available at the service — if the excursion involves transporting children, the means of transport that will be used and a description of the seatbelts or safety restraints that will be used. • Parent authorizations will be stored in the relevant child's enrolment record.
Regular outings	• For a regular outing a risk assessment will be conducted, and written parent authorization collected once every 12 months, unless the outing changes substantially. • The information required in the parent information and authorization is that as what is required in the excursion information and authorization.

Excursions



	- 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 authorizations will be stored in the relevant child's enrolment record.
Visits to the school	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	August 30, 2024
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	No changes made. Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document.
Record of communication of significant changes to relevant stakeholders	Principal: consultation and email Preschool Staff: consultation, staff meeting and email Whole School Staff: staff meeting and email Parents: Noticeboard in main entrance, school newsletter. 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 family's ability to use the service.
Copy and paste the last 4 rows to the bottom of the table each time a new review is completed	
Date of review	13 August 2025
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	No changes made.
Record of communication of significant changes to relevant stakeholders	Principal: consultation and email Preschool Staff: consultation, staff meeting and email Whole School Staff: staff meeting and email Parents: Noticeboard in main entrance, school newsletter. 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 family's ability to use the service.
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