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**Giralang Preschool Unit**

**Excursion Planning Procedures**

1. Where possible the Educator planning the excursion should make a site visit to the venue to ensure they are able to view any possible risks in undertaking the excursion and this should be included in their risk assessment. The Educator organising the excursion must conduct and record a complete risk assessment which is submitted to the principal with the preschool excursion planning form. Parents may request to view the risk assessment
2. Although the Education and Care Services National Law does not specify ratios, these should be determined based on the needs of the children- discuss this with your leadership team
3. Educators are to complete the excursion planning form and submit to the principal with accompanying risk assessment form 3 weeks prior to the excursion date
4. All excursions and incursions need to be approved by the Principal before the final planning commences
5. At least one Educator with current ACECQA approved First Aid qualifications (First Aid, asthma and anaphylaxis) will attend the excursion
6. The following items must accompany the excursion:
   * A first aid kit
   * Spare bottles of water
   * additional food (for eg condiment sandwiches, plain biscuits, fruit)
   * Emergency Medication and Emergency Action Plans for any child attending the excursion
   * Spare sunsmart hats
   * A mobile phone (makes outgoing calls and received incoming calls) and list of emergency contacts
7. Discuss with the Business Manager the bookings for venues, payments and transport
8. Permission Forms are distributed to families two weeks ahead of the excursion date
9. Excursion Permission Forms should be developed in consultation with the Business Manager and must be completed by the child’s parent/legal guardian and returned to the preschool prior to the excursion taking place. Information will be provided to families as required (Reg. 99, 102)

* the proposed route and destination for the excursion
* any water hazards and risks associated with water based activities
* the method of transport
* the number of adults and children involved in the excursion
* given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children’s safety
* the proposed activities
* the likely length of time of the excursion
* the items that should be taken on the excursion

1. Check return of permission notes throughout note return period – photocopy subsequent notes and speak with parents for late returners
2. Exhibitions or performances (incursion) at the preschool may require parent/legal guardian permission for their child to attend or participate in. Information will be provided to families as required with regulations 100-102
3. If a family prefers their child does not participate in an excursion or performance at the Centre, the child will be involved in experiences within another room for the duration of the experiences
4. The preschool’s Supervision and Sun Protection Policies are followed during excursions
5. The preschool will also have a contingency plan in place, in case of extreme weather
6. Head counts of the children as well as full roll calls are to be carried out by the accompanying excursion maze printout at regular intervals by the Leading Educator and by each person in charge of a smaller group as designated by the excursion coordinator
7. The excursion coordinator will ensure that all staff are briefed about the risk assessment and mitigation strategies prior to the excursion date
8. Parents and legal guardians accompanying the preschool on the excursion will be briefed about expectations prior to the excursion beginning
9. Road and safety rules will be discussed prior to leaving and enforced when walking with children, Educators/staff will be aware of additional risks like crowds, roads, water etc.
10. Staff at the school, will be aware of the excursion and the most senior Educator will have a copy of the excursion itinerary in case of an emergency.
11. On returning to the preschool, Educators will evaluate the excursion for any improvements or changes for how future excursions are planned
12. Follow up on activities, experiences or discussions – planning and documenting to extend children’s understandings and knowledge gained from the excursion