



Giralang Preschool Excursion Planning Procedures

Aim

Giralang Primary School acknowledges the value and importance of excursions in an early childhood curriculum. Excursions can provide opportunities for enjoyment and allow children to learn about the world in which they live, through meaningful experiences.

Implementation

- Excursions will be planned by the educators in consultation with the educational leader and executive.
- Educators are to complete the excursion planning form and submit to the Principal with accompanying risk assessment form 4 weeks prior to the excursion date.
- All excursions and incursions need to be approved by the executive and Principal before the final planning commences.
- 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.
- Using the template provided, a risk assessment must consider:
 - Proposed route and destination for the excursion
 - Water hazards and risks associated with water- based activities
 - Transportation to and from the proposed destination for the excursion
 - Number of adults and children involved in the excursion
 - Number of educators or other responsible adults that is appropriate to provide supervision
 - Whether any adults with specialised skills are required (i.e. first aid training)
 - Proposed activities
 - Proposed duration of the excursion
 - Items that should be taken on the excursion
- At least two Educators with current ACECQA approved First Aid qualifications (First Aid, asthma and anaphylaxis) will attend the excursion.
- Permission Forms are distributed to families two weeks ahead of the excursion date.

- 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

- All children attending an excursion must have written consent from their parent or authorised nominee prior to leaving the school premises

- The following items must accompany the Educators to 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

- Educators will prepare a list of children attending the excursion, including emergency contact numbers for families and information regarding specific allergies and medical conditions.
- A copy of the list will be left at the school with the front office.
- If a family prefers their child does not participate in an excursion or performance at the School, the child will be involved in experiences within another room for the duration of the experiences.
- Educators will ensure children have access to water for the duration of the excursion.
- Food may also be required depending on the duration of the excursion. Educators will arrange for the safe and hygienic storage of food and water.
- The preschool's Supervision and Sun Protection Policies and Procedures are followed during excursions.

- Educators will carry at least two mobile phones on every excursion.
- 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.
- 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.
- In the event of a vehicle breakdown or accident, emergency services will be contacted immediately. Alternate transport will be arranged to take children, educators and parent volunteers back to the service.
- All parents will be contacted in the event of a vehicle breakdown or accident.
- Educator-to-child ratios are maintained on all excursions.
- Where children with additional need are attending an excursion there must be sufficient educators to ensure safety and wellbeing of all children.
- The preschool will also have a contingency plan in place, in case of extreme weather.
- 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.
- Parent and family member volunteers assisting educators on excursions are expected to adhere to service policies and procedures and must follow directions from educators at all times. This includes, but is not limited to, the supervision of children.
- Parents and legal guardians accompanying the preschool on the excursion will be briefed about expectations prior to the excursion beginning.
- On returning to the preschool, Educators will evaluate the excursion for any improvements or changes for how future excursions are planned.
- Follow up on activities, experiences or discussions – planning and documenting to extend children’s understandings and knowledge gained from the excursion.

Local Excursions

- Regular local excursions encourage ‘walking for pleasure’ and support the development of a healthy active lifestyle.
- Educators include local excursions throughout the weekly curriculum as both planned and spontaneous activities.
- Written authorisations must be obtained from parents or authorised nominees once in a 12 month period.
- A risk assessment is only required once (in a 12 month period) if the excursion is a regular outing.

Review:

The procedure is reviewed annually.

Last Reviewed: January 2022

Date for next Review: January 2023

NQS Quality Areas: 2, 6 & 7

EYLF Learning Outcome: 1 – 5

Regulations: 99, 100, 101, 102, **168**,
170 & 171.

Who is affected by this policy?

Children

Families

Educators

Management