

Barlu Kurli Preschool Procedure



Excursions

Reviewed: Feb 2019

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p>Regulation 168(2)(g)</p> <p>Regulation 100</p> <p>Regulation 101</p> <p>Regulation 102</p>	<p><u>Excursions Policy – Includes Excursions Policy Implementation procedures (PDF 161.93KB)</u></p> <p><u>Domestic Excursions</u></p>		
<p><i>Resources:</i></p> <p>The Health and Safety Directorate has a set of risk assessment tools for excursions including <u>risk management plans</u></p> <p>ACECQA <u>excursion risk management plan</u> template</p>			
<p><i>Introduction:</i></p> <p>Barlu Kurli Preschool excursions are a valuable part of the teaching and learning program. They are conducted in line with the Department’s Excursion Policy Implementation Procedures. Preschool teachers must be familiar with the policy and procedures and take a risk management approach when conducting excursions to ensure the safety of all children.</p> <p><i>What do the regulations tell us:-</i></p> <p>To ensure adequate supervision and in recognition of the age of the children, the Department’s excursion procedures reflect the Education and Care Services National Regulations especially regulations 100, 101, 102.</p>			

Implementation:

- As for the rest of the school children need parental permission to take part in any excursion. However, for regular outings only one parent authorisation and one risk assessment is required in a 12-month period unless there is a change.
- When preparing information about the excursion for parents, the total number of adults accompanying the children must be recorded. It is recommended to also include the names of staff members.
- The educators mobile phone will also be taken on the excursion so parents can make contact in an emergency. (All staff mobiles on on record in the WCS office).
- Visits to the school are not regarded as excursions, however, families will be informed that the visit will be taking place. A local area permission form is signed during the enrolment interviews. Educators will take the sign on record sheet and the bus bag with all relevant documents and medications when visiting the school site.
- There is no set educator to child ratio for excursions, this need to be determined after the risk assessment has been completed and the hazards identified.

Planning and preparations***All excursions will be planned in advance to:***

- Maximise both children's developmental experiences and their safety;
- Reflect the age, capacity and the interests of the children;

When planning for an excursion staff will:

- Assess the requirement for the excursion;
- Conduct a risk assessment;
- Book transport & venues;
- Make alternate arrangements for adverse weather conditions;
- Inform families of details of the excursion including destination, objectives and what the child should bring;
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion;
- Collect completed permission forms for each child attending excursion; • Request additional adult participation in the excursion where required;
- Arrange for a suitably equipped first aid (including EpiPen, Ventolin and Spacer) and mobile phone to be taken on the excursion. Risk assessment and authorisation for excursions: -

- Regulation 100 states that the nominated supervisor must ensure that a risk assessment is carried out in accordance with regulation 101.
- The preschool teacher will ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose safety, wellbeing and health of any child whilst on the excursion and will specify how Barlu Kurli Preschool will manage any risk identified.
- If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

Barlu Kurli Preschool Procedure Excursions:

- *Ensure they are properly supervised and conducted with fully informed written parental permission. All excursions will be researched to ensure:*
- Supervision is adequate so children cannot be separated from the group;
- Access to hazardous equipment and environment are minimised;
- There is adequate access to food, drink and other facilities (toilets, hand-washing etc.);
- Consideration is given to the mobility and supervision requirements of children with additional needs that adequate sun and shade protection is available.

Regulation 101 – Conduct of risk assessment for excursion

1. A risk assessment for an excursion must:

- a) Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
- b) Specify how the identified risks will be managed and minimised.

2. Risk assessment must consider:

- a) The proposed route and destination for the excursion.
- b) Any water hazards.
- c) Any risks associated with water-based activities.
- d) The transport to and from the proposed destination for the excursion.
- e) The number of adults and children involved in the excursion.

- f) Given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. specialised skills could include life-saving skills.)
- g) The proposed activities; and
- h) The proposed duration of the excursion; and
- i) The items that should be taken on the excursion. (e.g. A mobile phone and a list of emergency contact numbers for children on the excursion).

Regulation 102 – Authorisation for excursions

Regulation 102 states that the nominated supervisor must ensure that a child being educated and cared for by the service is not taken outside the service premises on an excursion unless written authorisation has been provided.

Sub regulation 4 – The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state:

- a) The child's name.
- b) The reason the child is to be taken outside the premises.
- c) The date the child is to be taken on the excursion (unless the authorisation is for a regular outing).
- d) A description of the proposed destination for the excursion.
- e) The method of transport to be used for the excursion.
- f) The proposed activities to be undertaken by the child during the excursion; and
- g) The period the child will be away from the premises.
- h) The anticipated number of children likely to be attending the excursion.
- i) The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- j) The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion

k) That a risk assessment has been prepared and is available at the service.

Families and Volunteers: -

- Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios.
- If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- Family members/volunteers will not be left in sole charge of children and must be supervised by an educator at all times.
- All volunteer's/family members' details will be entered into the appropriate 'visitor's record' for that day and complete the Working With Children Check (WWCC) provided by Office of the Children's Guardian.
- A Working With Children Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.
- The Working With Children Check is fully portable so it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared. See link in key resources section of this local procedure.

Items to be taken on excursions include:-

- A suitably stocked first-aid kit including an EpiPen, Ventolin and Spacer;
- A mobile phone;
- Children's emergency contact numbers;
- Children's medication, if required; and
- Other items as required e.g. sunscreen, drinking cups, jackets etc.
- If a child is lost on an excursion, a staff member remains at the site to coordinate the search, while the other group leaders escort the children back to the service.

Transport and Traffic: -

- Safety of children is considered in the choice of route and mode of transport. Our preschool will follow all applicable NSW road rules as well as the Kids and Traffic

best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

- Educators ensure children obey road rules and cross roads at a crossing or traffic lights where available.
- Educators remain vigilant to ensure no child runs ahead or lags behind the group.

Supervision: -

- Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.
- The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

Water Hazards: -

No excursions will be conducted to a swimming pool or other water related activity, where there are significant water hazards such as; rivers, lakes or beaches, risk management strategies will be identified and implemented.

Conducting the Excursion: -

All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities. Before leaving on the excursion, a notice will be prominently displayed at the service which includes:

- Itinerary and timetable; and
- Mobile phone contact number.

Evaluation: -

All excursions are conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or from the evaluation completed after the excursion are addressed and actioned to ensure children's safety.

User guide for review and updating of this LP - Some points to note are;

- Children cannot be taken from the preschool without consent. See below for a list of the information which needs to be included in the information and consent note for families.
- Visits to the school are not regarded as excursions, however, families should be informed that the visit will be taking place and a risk assessment (see below) for visits into the school prepared.
- If a preschool is on a separate site to the main school, and/or the children need to cross a road to access it, a visit the school is considered an excursion and parent/care givers need to complete an annual consent form.
- For regular outings, only one parent authorisation and one risk assessment is required in a 12 month period unless there is a change.
- There is no set educator to child ratio for excursions, this need to be determined after the risk assessment has been completed and the hazards identified.

DoE Preschool Handbook- Appendix 2.7

Risk assessment and authorisation for excursions

Regulation 100 states that the nominated supervisor must ensure that a risk assessment is carried out in accordance with regulation 101.

Regulation 101 – Conduct of risk assessment for excursion

1. *A risk assessment for an excursion must:*
 - b) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
 - c) specify how the identified risks will be managed and minimised.
2. a risk assessment must consider:
 - a) the proposed route and destination for the excursion
 - b) any water hazards
 - c) any risks associated with water-based activities
 - d) the transport to and from the proposed destination for the excursion
 - e) the number of adults and children involved in the excursion
 - f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g specialised skills could include life-saving skills.)
 - g) the proposed activities; and

- h) the proposed duration of the excursion; and
- i) the items that should be taken on the excursion. (e.g A mobile phone and a list of emergency contact numbers for children on the excursion).

Regulation 102 – Authorisation for excursions

Regulation 102 states that the nominated supervisor must ensure that a child being educated and cared for by the service is not taken outside the service premises on an excursion unless written authorisation has been provided.

Sub regulation 4 – The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state:

- a) the child's name
- b) the reason the child is to be taken outside the premises
- c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- d) a description of the proposed destination for the excursion
- e) the method of transport to be used for the excursion
- f) the proposed activities to be undertaken by the child during the excursion; and
- g) the period the child will be away from the premises
- h) the anticipated number of children likely to be attending the excursion
- i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- k) that a risk assessment has been prepared and is available at the service.