**Waratah Public School Preschool Procedure**



**Excursions Procedure**

**Reviewed: 2/8/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| 100101102 | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Excursions Policy
* Preschool – Obtaining Parent authorisation and consent.
* Leading and Operating Department Preschool Guidelines
 | p. 46 | 2.2 | Excursions checklist |
| 1. There is no set educator to child ratio for excursions, however this needs to be determined after the risk assessment has been completed and the hazards identified.
2. At WPS, the minimum ratio for preschool children is 1 adult to 5 children for any excursion. If the excursion involves crossing a major road the ratio is minimum ratio is 1 adult to 4 children. If the excursion is to a beach, river, pool, lake or other place where there is a significant water hazard then a 1 child to 1 adult ratio must be applied, including if the purpose of the excursion is to teach swimming or water safety. Additional adults beyond the 1 to 10 ratios, don’t need to hold an approved qualification
3. Parental permission is required for preschool children for each excursion (as with all DoE school children). If the outing is a regular occurrence, one permission note and risk assessment is sufficient in a 12-month period, unless there is a change of details.
4. When preparing information about an excursion for parents, the names of educators and total number of adults accompanying the children must be recorded.
5. All volunteers must complete a DoE Working with Children Check (WWCC) form and/or provide their current approved Working with Children Check number prior to being permitted to attend the excursion.
6. First Aid equipment (band aids, tissues, gloves, etc.), including EpiPen’s and asthma medication and action plans must be taken on preschool excursions and staff must have current training in Emergency Care and CPR procedures.
7. Transport arrangements for excursions must be planned and managed to ensure the safety of children that will include child restraints (vehicles under 9 seats).
8. The educator in charge of organising the excursion must complete a Risk Assessment prior to the excursion and have this checked by the School Principal (Nominated Supervisor, Educational Leader and Responsible Person).
9. At least one attending staff member must hold the ACECQA approved anaphylaxis, asthma and first aid qualifications. Additionally, the Department of Education requires all attending staff to have completed the current mandatory anaphylaxis training (*pg. 46 Leading and Operating Department Preschool Guidelines*).
10. A school-developed ‘Event/Excursion Checklist’ must also be completed and provided to the Nominated Supervisor, to ensure that all processes are being followed.
11. Whilst the *Leading and Operating Department Preschool Guidelines* states, "It should be noted that visits to the school are not regarded as excursions unless the school is on a separate site and the children need to cross a major road to access the school”, families must sign a permission form which outlines the types of activities that preschool children will be involved in when participating in a visit to the main school.
12. A risk assessment for regular outings, such as visiting the school, should be completed every 12 months and reviewed within this period if needed.
13. For incursions, or visitors to the service, please refer to the ‘Volunteers, Visitors and Students Procedure’.
14. In the occurrence of a major evacuation, in which the whole school site is to be evacuated, the preschool children will be required to leave the site with the remainder of the school. Emergency services are aware of the location of students from WPS during an offsite evacuation.
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