

Excursions



Reviewed: 12 - 3 - 19

<u>Education and care services regulation/s</u>	NSW Department of Education policy, procedure or guidelines	Relevant National Quality Standard/s	School policy or procedure, where applicable
<p><u>Regulation 168(2)(g)</u></p> <p><u>Regulation 100</u></p> <p><u>Regulation 101</u></p> <p><u>Regulation 102</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Excursions Policy PD/2004/0010/V07 • Excursions Policy Implementation procedures • Domestic excursions • Risk management plans 	<p>2.2: Each child is protected.</p>	
<p><i>Resources:</i></p> <p>ACECQA excursion risk management plan template</p>			
<ul style="list-style-type: none"> • Children cannot be taken from the preschool without consent. Authorisation is obtained from parents/ care givers prior to an excursion see sub regulation 4 below. • Visits to the school are not regarded as excursions. Families provide permission at orientation for their child to participate in walks around the school grounds. Where possible parents are advised of these walks in advance, however they are often spontaneous therefore pre-advice is not possible. A notice is placed on the preschool door indicating where the children are within the school grounds. • For regular outings, only one parent authorisation and one risk assessment is required in a 12 month period unless there is a change. • When preschool are attending an excursion a risk assessment will be completed and any hazards identified. The educator/ adult to child ratio will be determined for each individual excursion. 			

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 will be taken on the excursion. (This includes any first aid kit, emergency kit, and any other items that will be taken 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.

Subregulation 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 child on the excursion.

