

Coota Gulla Preschool Procedures



Excursions

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
2.2	100 101 102	<ul style="list-style-type: none">▪ Excursions policy▪ Preschool – Obtaining Parent’s Authorisation and Consent
Next Review Date:	17/10/23	

All excursions are planned in line with early childhood pedagogy as detailed in the Early Years learning Framework, including reflecting children’s interest and age-appropriate.

A risk assessment is planned by the educator and, where appropriate, staff from the venue attended, which identifies all possible hazards and strategies to minimise them.

If an excursion is planned to the same venue the following year, the previous risk assessment is reviewed and adjusted as necessary.

Where there is a child with specific behaviour concerns, for example absconding, an individual risk assessment may be necessary.

Minimum supervision for excursions is 1:10, however, it may be necessary to increase the ratio depending on the venue or on any specific needs of the children attending. This decision is made in consultation with the nominated supervisor.

An excursion permission note is given to parents/carers outlining the purpose of the excursion, activities undertaken, venue, date, times leaving and arriving back at school, transport, any items that need to be sent with the child, Medicare details, supervision ratio, educators attending excursion and cost. This includes a tear-off section at the bottom which parents/carers sign giving permission for their child to attend. The staff ratio is included on the permission note. The permission note will include information for parents in the event that children will return late from the excursion advising parents/carers that they will be notified on ClassDojo if this occurs.

Where a regular outing is in place a single risk assessment is created and a single excursion permission note is sent home, including all the dates on which the outing will occur. Any changes to these dates will require notification to parents/carers.

If needed, a COVID safe plan will be completed and available for staff and parents/carers.

Educators take:

- a First Aid Kit, including a general junior EpiPen and Ventolin, and a spacer;
- children’s contact numbers and Medicare details;
- individual children’s medications and Health Care Plans;
- other items as required, for example sunscreen, drinking cups, jackets, etc;
- their mobile phones and high visibility vest.