



# Dubbo West Public School Preschool

## Procedure: Excursions

### Links to relevant legislation:

Regulation 168 (2)(g)  
Regulation 100  
Regulation 101  
Regulation 102

### Links to National Quality Standard:

Standard 2.3

### Links to EYLF:

### Date to be reviewed:

August 2019

### Introduction:

At Dubbo West Public School Preschool we recognise that excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunities to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities.

Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. We are committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

### Aims:

- To ensure that all children are kept safe when out on excursions other over at the other school sites or out in the community.

### Procedures:

- When going on an excursion, children must have parental permission to attend.
- The teacher organising the excursion will draft a note which will then be sent to the principal for approval.
- Teachers will carry out a risk assessment for the excursion and make sure we have access to a fully stocked first aid kit, as well as the children's medications if they are to be taken with us. All these things are to be checked the day before the excursion.

- Risk assessments will be made available to parents if requested.
- For regular outings ( eg to big school) only one authorisation and one risk assessment is needed every 12 months
- When getting information ready for parents the total number of adults and their names will be recorded.
- At least one staff member will take their mobile so that the school office can contact us in an emergency.
- At least one staff member will have a current first aid, asthma and anaphylaxis training.
- Parents are encouraged to accompany their children on these planned outings, as we greatly value involvement from children's families.
- Where appropriate, food and water will be taken on outings. The SunSmart Policy will also be observed.

Staff will ensure that the following are taken into account when planning an excursion:

- Supervision is adequate so children cannot be separated from the group
- Access to hazardous equipment and environments 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
- Adequate sun and shade protection is available.

