



# O'Connor Cooperative School

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## Procedure: **Organising Preschool Excursions and Incursions**

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Related documents: **ACTED Risk Assessment Form**

Preschool excursions and incursions are a valuable part of the preschool program that should be used to expose children to experiences that they might not otherwise have the opportunity to experience, or to build on a current area of exploration.

The organisation of excursions and incursions must follow strict processes in order to meet Regulations 100, 101 and 102 of the National Quality Standard.

### **Regulation 100: Risk assessment must be conducted before excursion**

- (1) The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.
- (2) The nominated supervisor of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.
- (3) A family day care educator must carry out a risk assessment in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.
- (4) A risk assessment is not required under this regulation for an excursion if—
  - (a) the excursion is a regular outing; and
  - (b) a risk assessment has been conducted for the excursion.

### **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) Without limiting sub regulation (1), a risk assessment must consider—
  - (a) the proposed route and destination for the excursion; and
  - (b) any water hazards; and
  - (c) any risks associated with water-based activities; and
  - (d) the transport to and from the proposed destination for the excursion; and

- (e) the number of adults and children involved in the excursion; and
- (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; and

**Example:** 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.

**Example:** A mobile phone and a list of emergency contact numbers for children on the excursion.

### **Regulation 102: Authorisation for excursions**

- (1) The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under sub regulation (4).
- (2) The nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under sub regulation (4).
- (3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service is not taken outside the residence or approved family day care venue on an excursion unless written authorisation has been provided under sub regulation (4).
- (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; and
  - (b) the reason the child is to be taken outside the premises; and
  - (c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
  - (d) a description of the proposed destination for the excursion; and
  - (e) the method of transport to be used for the excursion; and
  - (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; and
  - (h) the anticipated number of children likely to be attending the excursion; and

- (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
  - (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
  - (k) that a risk assessment has been prepared and is available at the service.
- (5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

**Regulation 102B: Transport risk assessment must be conducted before service transports child**

- (1) The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport a child.
- (2) A nominated supervisor of an education and care service must ensure a risk assessment is carried out in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport a child.
- (3) A family day care educator must carry out a risk assessment in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport a child.
- (4) A risk assessment is not required under this regulation for transporting a child if—
  - (a) the transportation is regular transportation; and
  - (b) a risk assessment has been conducted for the regular transportation of the child within the previous 12 months.

O'Connor cooperative School provides an excursion checklist and procedure chart for teachers to follow when they organise excursions and incursions. Please see the attached sheets.

## Procedure for organising preschool excursions/incursions



