

Rationale

At Mawson Lakes Preschool excursions and regular outings into our local community are an important part of our curriculum. Excursions provide children with opportunities to develop their skills and knowledge in real world settings. As educators it is our role to provide experiences which enable children to feel a sense of belonging to their local community and see themselves as global citizens.

The purpose of this procedure is to ensure that all excursions and regular outings are planned and conducted in a safe manner and with the consent of parents and caregivers. This policy outlines Mawson Lakes Preschool's practices in line with the Department for Education's [Camps and Excursions policy](#) and the [National Education and Care Regulations 100-102](#), with respect to conducting risk assessments and seeking authorisations for excursions.

Scope

In this policy excursions may take the form of walks within the local environment and community including;

- Visiting various areas of Mawson Lakes school – the Denison Centre, Oval, Nature Play area (Site West), Book Nook or playground (Site East)
- Visiting places of interest within the local community – Salisbury Library at Mawson Centre, Mobarra Park, local shops, post box, aged care facility, vet, or doctor's surgery.

At other times the preschool may engage the services of a bus company to take the children to venues around Adelaide to engage in activities related to our curriculum focus.

Risk Assessment

An excursion risk assessment will be completed before obtaining parent/caregiver authorisation. The risk assessment aims to ensure risks to children's health, safety and wellbeing are minimised or avoided and will include strategies for identifying and managing risks. Excursion risk assessments will be completed for each excursion using the Department's most current Excursion Risk Assessment Form. The completed risk assessment will be taken on the excursion and be stored in the Risk Assessment folder located in the Director's office at preschool.

Authorisations – Local excursions (walks within the local environment/community)

Children will not be taken outside the preschool for any local excursion unless written consent has been given by a parent/caregiver or other authorised person named on the child's enrolment form.

Authorisation for local excursions will be obtained via the Preschool Policy Consents form given out at enrolment and be considered valid for the child's preschool year unless otherwise instructed by the parent/caregiver/authorised person in writing. Parents/caregivers can give or withdraw consent at any time. The Preschool Policy Consents form will be stored in each child's enrolment file.

Authorisations - Excursions

For any other excursion children will not be able to attend unless written authorisation is given by a parent or other authorised person named in the child's enrolment form. Written consent will be obtained via an Excursion Consent Form which provides parents/caregivers with the details of the excursion and requires the signed authorisation slip to be returned to preschool. Consent forms will be sent out prior to any excursion (other than local excursions explained above).

Excursion Day Checklist

An Excursion Day checklist will be completed by the staff team prior to the excursion to ensure the safety of children. The checklist outlines requirements for planning before the excursion, conduct during the excursion and review after the excursion. The completed Excursion Day Checklist will be taken on the excursion and a copy stored in the Risk Assessment folder located in the Director's Office along with the appropriate risk assessment.

Volunteers on excursions.

At Mawson Lakes Preschool we value the contributions of parents, caregivers and extended family as it allows us to ensure adult:child ratios on excursions. All parents, caregivers or extended family accompanying educators and children on excursions are considered to be volunteers and are required to comply with the Department for Education's [volunteer policy and procedures](#).

First Aid/Medical Needs

All core staff at Mawson Lakes Preschool have the required industry standard first aid training. On excursions core staff will be assigned to each group to ensure appropriate first aid can be given in case of an emergency. A first aid kit/s will be taken on all excursions and be available at all times. If a child has a health care plan of a specific nature these plans will be provided to the relevant team members. All medication that may be required will be kept in close proximity to the child and be readily available at any given time, in accordance with their health care plan.

References

Department for Education: Camps and Excursions Policy

<https://www.education.sa.gov.au/doc/camps-and-excursions-policy>

Department for Education: Camps and Excursions Procedure

<https://www.education.sa.gov.au/doc/camps-and-excursions-procedure>

Department for Education: Excursion day checklist (2018)

<https://edi.sa.edu.au/library/document-library/form/early-childhood/excursion-day-checklist.pdf>

Department for Education: Risk management plan for sports, adventure, camps and excursions (2020)

<https://edi.sa.edu.au/library/document-library/templates/early-childhood-services/camps-and-excursion-risk-management-form.docx>

Department for Education: Volunteer policy

<https://www.education.sa.gov.au/volunteer-policy>

Education and Care Services National Regulations – National Regulation 100-102

<https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2011-0653#ch.4-pt.4.2-div.6>

Lockleys Children’s Centre: Excursion and Regular Outings Procedure (2020)

<https://www.preschools.sa.gov.au/lockleys-childrens-centre/our-centre/things-to-know>