**Granville Public School Preschool**

**Procedures for Excursions**

Preschool excursions are conducted in line with the Department’s Excursion Policy Implementation Procedures. Preschool teachers must be familiar with the policy and procedures and take a risk management approach when conducting excursions to ensure the safety of all children.

To ensure adequate supervision and in recognition of the age of the children, the Department’s excursion procedures reflect the Education and Care Services National Regulations especially regulations 100, 101, 102.

*At Granville Public School Preschool we:*

* Record permission notes and these are kept until the child is 25.
* Give at least 2 weeks notice for any excursion where payment is required.
* Request the support of parents to accompany us on our excursions to comply with our ratio of 1:4.
* We formulate department approved risk assessments for every excursion.
* Link our excursions to our curriculum.
* First aid kit and any other medication requirements (e.g. EpiPen) are taken along on any excursion.
* Take a mobile phone on any excursion.
* Supply the children safety vests to be worn on the excursion.