



### Outing and Excursion Policy

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#### Aim

The preschool acknowledges the value of relevant excursions in allowing children to gain a greater insight of the society in which they live, and learn from these experiences. Our service will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

Sutherland Presbyterian Church Preschool prioritises the safety, wellbeing and welfare of our enrolled children over all others. The aim of this policy is to allow us to support positive outcomes for all children through our approaches.

#### Implementation

We value excursions and opportunities for children to explore and connect with their local community. Where possible we identify excursion locations that will allow children to extend their knowledge, build on their skills and make community connections.

While considering the benefits of excursions we will also conduct these in a way that will support children's safety at all times and ensure compliance within the Regulations.

We have 2 types of excursions within the preschool.

- Ongoing excursions are ones that occur more regularly to places we visit often and permission is obtained for these once a year.
- Excursions that are one-off are based on specific events or interests the children have and are often to a further distance.

Families are informed about all excursions and give permission. They are also informed that risk assessments are available at the preschool for them to view if they wish.

#### Planning for excursions:

- The excursion procedure is followed when planning for each excursion to ensure compliance throughout the process. (Appendix A)
- The excursion risk assessment template is completed for each excursion to ensure that there is a consistent approach to risk minimisation in line with the excursion procedure (Appendix B)
- Transportation considerations:
  - The means of transport must be stated on the permission note.



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- Buses – ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats, preferably with, or close to, an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.
- Trains – contact the station prior to the excursion to inform them of the time you will be travelling, the destination and the number of children and adults who will be travelling. Arrangements should be made to arrive at the station with an adequate amount of time to allow for safe boarding. This will allow the station to inform the train guard so that he / she can hold the train for the period of time for safe boarding and alighting. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.
- Cars – Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) is fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.
- Insurance
  - Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the service.
- Present Volunteers - Any parent volunteers who will be working directly with the children must have a WWCC that has been verified prior to the excursion. Parent volunteer verifications will be kept with other WWCC verifications. Parent volunteers are not to be left alone with children at any time.

### Related Policies

Road Safety and Transport Policy

Risk Management Policy

Staffing Arrangements Policy

Child Protection Policy

Volunteers, Students & Visitors Policy

#### Sources:

- Education and Care Services National Regulations 2025
- Guide to the NQF
- A Guide to The Child Safe Standards – Office of The Children’s Guardian (2, 5, 7, 8, 10)

#### NQF evidence:

- Regulations: 99, 100, 101, 102
- NQS: 1.1.2, 1.1.3, 2.1.1, 2.1.2, 2.2.1, 2.2.2, 2.23, 4.2.1, 5.1.2, 5.2.2, 6.1.1, 6.1.2, 7.1.2



### Appendix A – Excursion procedure

#### Excursion procedure

1. Identify appropriate excursion location relevant to children’s interests/ideas and/or preschool requirements.
2. For each excursion the following must be completed. Excursion risk assessments cannot be combined onto one document and must each have their own risk assessments. Excursion authorisations may be on the one document if clearly listed with required information for each different location.
3. Conduct risk assessment for each excursion using the excursion risk assessment template that covers all areas required in Regulation 101:
  - a. *the proposed route and destination for the excursion* - This will be shown with a map with route drawn on it where possible.
  - b. *any water hazards* – must include steps taken to manage water risks
  - c. *any risks associated with water-based activities*
  - d. *if the excursion involves transporting children—*
    - i. *the means of transport*; - This should be specific and where multiple forms of transport are required all are listed. E.g. Foot, train, public bus, private bus etc.
    - ii. *any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported*; - where a vehicle is fitted with seatbelts they must be worn.
    - iii. *the process for entering and exiting—*
      1. *the education and care service premises*;
      2. *the pick-up location or destination (as required)*;
    - iv. *procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking*; - use child headcount excursion form





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- ca. *if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion;*
  - d. *a description of the proposed destination for the excursion;* - This must be clear enough for families to know exactly where they are giving authorisation for. If appropriate share a map, or dropped pin so families can understand.
  - e. *if the excursion involves transporting children—*
    - i. *the means of transport;* - This is only required if not on foot.
    - ii. *any requirements for seatbelts or safety restraints under a law of each*
  - f. *the proposed activities to be undertaken by the child during the excursion;* - As per risk assessment
  - g. *the period the child will be away from the premises;* - As per risk assessment
  - h. *the anticipated number of children likely to be attending the excursion;* - if all children and based on a specific date then the maximum number of enrolled children, if an ongoing excursion then the maximum number of children on any day. If a small group then identify maximum number to safely take place.
  - i. *the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion;* - should never be over the legally required 1:10. For small group excursions 2 staff members will always attend and at least 1 of these will be experienced in safely running excursions and approved by the NS to lead excursions.
  - j. *the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;* - May be the same as (i) or different if volunteers are expected.
  - k. *that a risk assessment has been prepared and is available at the service.*
6. Where an excursion is a one off the above must be completed for each excursion.
7. Where an excursion is an ongoing excursion, meaning it takes place more than once or twice a year, the above must be completed and authorisations gathered once every 12 months. Emergency evacuation rehearsals count and ongoing excursions and authorisation for these is a requirement of enrolment for all children.
8. Prior to excursions taking place the following will be checked:
- a. All children have authorisations
  - b. Items to be taken (as per risk assessment) are prepared and in good working order



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- c. There are adequate staff available to manage the excursion and any children staying behind at the service if not a whole preschool excursion. This will always allow for at least 2 educators present with any groups of children.
  - d. Children will be reminded of expectations and explained how to keep themselves safe while on the excursion.
- 9. Any parent volunteers have a verified WWCC prior to the excursion.** (see Volunteers, students & visitors policy).
10. Outing Checklists (Appendix G) will be used to cross check all planning for an outing.
11. An Outing Tracker (Appendix F) will help keep track of which children go on which outings, allowing educators to ensure equitable access to outings for all children.



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### Appendix B – Excursion Risk Assessment

#### Excursion Risk Assessment - Master template

Item	Information	Potential risks	Risk minimisation plan
Proposed route	<i>Insert image here</i>	<ul style="list-style-type: none"> <li>▪ Traffic</li>   <li>▪ Hazards – damage, road works, incidents</li> <li>▪ Animals – dogs, insects, snakes</li> <li>▪ People – strangers, inappropriate, crowds</li>   <li>▪ Trauma</li>   <li>▪ Flight risk – children</li>   <li>▪ Supervision</li>   <li>▪ Other:</li> </ul>	<ul style="list-style-type: none"> <li>→ Educate children on road safety, cross at crossings, where not crossing have educator go out and ensure safe before children cross road, have children hold hands.</li> <li>→ Monitor route and walk before excursion to check for any hazards. If need to change route update and communicate with families.</li> <li>→ Educate children on animal safety, if need to change side of road to get away can do. Do not change route entirely.</li> <li>→ Teach children about stranger danger, pick less crowded locations or times, wear easy to recognise items, supervise and address as needed.</li> <li>→ Return to service if children are exposed to something that could be traumatising if something triggers trauma in a child and they cannot be regulated easily.</li> <li>→ Identify flight risk children and apply additional supervision such as holding an educator’s hand, walking in the middle of the group etc. Each child has easily identifiable contact details for the preschool.</li> <li>→ Ensure children gather at corners before turning, conduct regular head counts, teach children on the need for supervision, avoid difficult to supervise areas in route.</li> </ul>



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<p>Water hazards</p>	<p>Are there any water hazards? Yes No If yes, explain:</p> <p>Are there any risks with water-based activities? Yes No If yes, explain:</p>	<ul style="list-style-type: none"> <li>▪ Drowning</li> <li>▪ Trauma</li> <li>▪ Serious incident</li> <li>▪ Supervision</li> <li>▪ Other:</li> </ul>	<p>→ Avoid bodies of water where possible on excursion routes, teach children about water safety, set up visual barriers (e.g. cones) to avoid children going near water. Use first aid, contact emergency services</p> <p>→ If children are exposed to a drowning incident remove them from the area as quickly as possible to reduce ongoing risks and offer counselling and support to them and their families.</p> <p>→ Maintain supervision at all times, avoid water where possible, increase ratio to support better supervision, use first aid, contact emergency services.</p> <p>→ Where water activities are taking place direct supervision will be applied and additional adults present to support supervision of all children. Those with special skills such as life saving will support supervision of children in water.</p> <p>→</p>
<p>Transporting children</p>	<p>Means of transport: Foot Bus Train Private bus/coach Other: Will seatbelts be required: Y N Procedures for embarking and disembarking – Follow transportation procedure attached.</p>	<ul style="list-style-type: none"> <li>▪ Supervision</li> <li>▪ Incidents/injuries</li> </ul>	<p>→ Avoid peak times. Where children are on public transport they will be grouped in an area and educators around them to maintain supervision. Children seated where possible. Where other members of the public impact supervision adjustments will be made or they will be politely asked to reposition themselves. Head counts completed as children get on and off transport. Block doors from closing until all children are accounted for.</p> <p>→ Following injury procedure, contact the service, apply first aid, contact emergency services if necessary.</p>



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		<ul style="list-style-type: none"> <li>▪ Physical barriers – big steps, wide gaps, steps etc.</li> <li>▪ Other:</li> </ul>	<p>→ Adults to support children getting on and off, giving additional support to children who are younger or have mobility needs. Choose routes and stations that have less risks.</p> <p>→</p>
Need for seatbelts	Note – trains and public buses do not require seatbelts. In the very unlikely event we use a form of transport that does require seatbelts we will minimise risks in the following ways.	<ul style="list-style-type: none"> <li>▪ Awareness of seatbelt needs</li> <li>▪ Number of seatbelts adequate</li> <li>▪ Functionality of the seatbelts</li> <li>▪ Other:</li> </ul>	<p>→ Communicate with transport supplier the need for seatbelts in compliance with NSW laws as provided by their operations.</p> <p>→ Communicate with transport supplier the number of people and ensure adequate seatbelt availability.</p> <p>→ Communicate with transport supplier and check each seatbelt works or there is adequate working seatbelts for number of passengers before getting onto transport.</p> <p>→</p>
Number attending	<p>Number of adults: <i>Where ongoing list min number.</i></p> <p>Number of children: <i>Where ongoing list max number.</i></p> <p>Adults with specialised skills: <i>List adults and skills.</i></p> <p><b>NOTE – Any parents or volunteers attending the excursion must have a WWCC.</b></p>	<ul style="list-style-type: none"> <li>▪ Supervision</li> <li>▪ Ratio</li> <li>▪ Experience</li> <li>▪ Distractions</li> <li>▪ Specific skills required</li> </ul>	<p>→ Appropriate supervision is needed depending on the location and purpose of the excursion, increased adults, decreased children to make supervision easier.</p> <p>→ At all times ratio will be maintained and at least 2 staff members will be present with the children.</p> <p>→ At least one of the educators will have experience in managing excursions and approval from the NS to ensure safety.</p> <p>→ Too many extra adults will be seen as a potential for distraction, each adult will have a safety briefing and specific role to keep them on task and avoid them distracting educators.</p> <p>→ Where educators with specific skills are seen as necessary to support safety they will be arranged prior to the excursion being confirmed. If they cannot attend and no suitably skilled replacement found the excursion will not go ahead.</p>



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		<ul style="list-style-type: none"> <li>▪ Other:</li> </ul>	
Proposed activities	<p>Why are you going?            What will you be doing there?            What will you be doing on the route?</p>	<ul style="list-style-type: none"> <li>▪ Supervision</li> <li>▪ Injuries</li> <li>▪ Child safety – strangers, suitability of adults</li> <li>▪ Dysregulation</li> <li>▪ Weather</li> <li>▪ Other:</li> </ul>	<p>→ Activities will be able to be supervised and the plan for this will be discussed with the team as part of the excursion planning. Where possible educators/adults positioned at exit ways to ensure all children are contained.</p> <p>→ Choose locations where there are less likely to be injuries, reduce number of children if risky play, first aid skills, follow policies.</p> <p>→ Choose places and times that reduce child safety risks, check WWCC of adults if appropriate, never leave children unsupervised with adults, teach children of stranger danger.</p> <p>→ Select children and locations for excursions that limit dysregulation. Support children with comfort items and tools, elect appropriate educators to attend who can best support child.</p> <p>→ Sunscreen, hats, wet weather gear, jumpers/jackets, closed in shoes, spare clothes etc.</p> <p>→</p>
Proposed duration	<p>Likely amount of time:            Ongoing excursion -            Min time:      Max Time:</p> <p>Likely times excursion will take place:</p>	<ul style="list-style-type: none"> <li>▪ Bathroom breaks</li> <li>▪ Hunger</li> </ul>	<p>→ Ensure toilets are nearby and have a plan to support children to use toilets while also safely supervising – ed goes in with children to make sure safe. Others gathered.</p> <p>→ Ensure access to food if needed, bring from service or available nearby if get stuck.</p>



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		<ul style="list-style-type: none"> <li>▪ Tired</li> <li>▪ Dysregulated</li> <li>▪ Cannot return to service due to incident</li> <li>▪ Other:</li> </ul>	<ul style="list-style-type: none"> <li>→ Ensure not near rest time, consider age and abilities of children, use items such as prams if needed to be inclusive.</li> <li>→ Limit extended periods away for children known to get dysregulated, bring appropriate items to help regulate, take regulation breaks.</li> <li>→ Keep in communication, find location to safely gather children with access to food/water/bathrooms. Maintain supervision at all times.</li> <li>→</li> </ul>
Items to be taken	Mobile Phones List of children attending/ emergency contact list Emergency Management Plan List of adults attending (showing ratio of adults to children) First Aid kit Epipens/ asthma medication/ additional medication/ medical management plans where relevant Keys Tissues Camera Suitable clothing eg jumper if weather cold. Other:	<ul style="list-style-type: none"> <li>▪ Communication needs</li> <li>▪ Injury</li> <li>▪ Illness</li> <li>▪ No access to food/water</li> <li>▪ Safety during excursion</li> <li>▪ Serious incidents</li> <li>▪ Other:</li> </ul>	<ul style="list-style-type: none"> <li>→ Ensure devices are charged, ensure all information is current re: emergency contacts.</li> <li>→ First aid kits fully stocked as per list and all in date. Checked regularly. Staff have current first aid training.</li> <li>→ Medications available where appropriate, gloves, first aid training, medical conditions plans.</li> <li>→ Bring emergency items if needed of money to be able to purchase if get stuck. Know children's allergies/dietary needs.</li> <li>→ Approved staff with adequate skills always present, documents needed for procedures such as head counts.</li> <li>→ Contact list current, communication with service, first aid training,</li> <li>→</li> </ul>



### Appendix C – Ongoing permission Forms & Risk Assessments

#### Overview:

- 1/ Emergency Evacuation Rehearsal
- 2/ Library
- 3/ Black Sheep Cafe
- 4/ Seventh Heaven Cafe
- 5/ Peace Park
- 6/ Glencoe St Reserve
- 7/ Pet Fish Shop
- 8/ Post Office
- 9/ IGA Sutherland
- 10/ Sutherland Train Station
- 11/ Pavilion Theatre
- 12/ Stick Walk
- 13/ Church Hall
- 14/ Nagle Aged Care

**Completed permission forms are kept in individual children's files.**



## Ongoing Excursion Permission Form

The following authorisations allow for your child to be included in our regular outings for the next 12 months. In most cases notice will be given before the excursion takes place however you will not need to complete another permission form.

Child's Name: \_\_\_\_\_

### Regular Outing Permission Form - #1 (Required for enrolment)

Reason for outing: **Emergency evacuation rehearsal**

Destination: St John's Anglican Church, 43A Belmont Street Corner of Belmont & Flora St, Sutherland

Transport used: Walking on foot

Proposed activities: Practice evacuating the preschool, head count, discussion.

Time away from service: Approx 20-30 mins.

Likely window excursion will take place: This excursion could take place at any time as emergencies may occur at any time so we can assess our practices over different times of the day.

Likely number of children: All children present. Up to 29, depending on the day's enrolments.

Likely number of staff: All staff present. Up to 8 depending on the day.

Risk assessment is available for viewing in the service for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



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### Regular Outing Permission Form - #2

**Reason for outing:** Visit to the library

**Destination:** Sutherland Library, 30/36 Belmont St, Sutherland NSW 2232

**Transport used:** Walking on foot

**Proposed activities:** Depending on the needs of the excursion - storytime with librarians, borrowing books, conducting research, engaging with members of our community, returning books, exploring resources, using their bathroom, learning about road safety, exploring Aboriginal culture.

**Time away from service:** Usually 1-2 hours

**Likely window excursion will take place:** We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

**Likely number of children:** Up to 29, depending on the day's enrolments and interested children.

**Likely number of staff:** At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### Regular Outing Permission Form - #3

**Reason for outing:** Visit to cafe

**Destination:** Blacksheep Café, 31 Eton St, Sutherland NSW 2232

**Transport used:** Walking on foot

**Proposed activities:** Ordering and drinking babychinos, learning about money, engaging with members of our community eg cafe staff, learning about road safety

**Time away from service:** Up to 2 hours

**Likely window excursion will take place:** We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

**Likely number of children:** Up to 29, depending on the day's enrolments and interested children.

**Likely number of staff:** At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



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### Regular Outing Permission Form - #4

Reason for outing: **Visit to cafe**

Destination: **Seventh Heaven Café**, 4/41 Eton St, Sutherland NSW 2232

Transport used: Walking on foot

Proposed activities: Ordering and drinking babychinos, learning about money, engaging with members of our community eg cafe staff, learning about road safety,

Time away from service: Up to 2 hours.

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 29, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### Regular Outing Permission Form - #5

Reason for outing: **Visit to the park**

Destination: **Peace Park**, 22 Eton St, Sutherland NSW 2232

Transport used: Walking on foot

Proposed activities: Depending on the children's interests may include running on the grassy slope, balancing on and walking along the large rocks or pathways, exploring nature and science, engaging in maths learning and storytelling, eating morning tea, learning about road safety, engaging with members of our community.

Time away from service: Usually 1-2 hours

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 29, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



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### Regular Outing Permission Form - #6

**Reason for outing:** Visit to the park

**Destination:** Glencoe St Reserve, 524 President Ave, Sutherland NSW 2232

**Transport used:** Walking on foot

**Proposed activities:** Depending on the children's interests may include play on the commercial play equipment (e.g. climbing, walking, balancing), running on the grass, exploring nature and science, engaging in maths learning and storytelling, eating morning tea, learning about road safety, engaging with members of our community.

**Time away from service:** Usually 1-2 hours

**Likely window excursion will take place:** We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

**Likely number of children:** Up to 29, depending on the day's enrolments and interested children.

**Likely number of staff:** At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### Regular Outing Permission Form - #7

**Reason for outing:** Visit to the Fish Shop

**Destination:** What's Fishy? Aquarium, Shop 4 16/20 Boyle St, Sutherland NSW 2232

**Transport used:** Walking on foot

**Proposed activities:** Explore the fish, purchase fish food and supplies, learn about road safety, engaging with members of our community.

**Time away from service:** Up to 1 hr.

**Likely window excursion will take place:** We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

**Likely number of children:** Up to 29, depending on the day's enrolments and interested children.

**Likely number of staff:** At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



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### Regular Outing Permission Form - #8

Reason for outing: **Visit to the post office**

Destination: **Sutherland Post Office**, 139 Flora St, Sutherland NSW 2232

Transport used: Walking on foot

Proposed activities: Depending on the needs of the children sending mail, collecting mail, learning about money, engaging with the community.

Time away from service: Up to 1 hr.

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 29, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### Regular Outing Permission Form - #9

Reason for outing: **Visit to the supermarket**

Destination: **VICS Fresh IGA**, 561 President Ave, Sutherland NSW 2232

Transport used: Walking on foot

Proposed activities: Depending on the needs of the excursion purchasing ingredients, engaging with the community, buying items for ideas, collecting sustainability items, discussing road safety.

Time away from service: Up to 1 hr.

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 29, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



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### Regular Outing Permission Form - #10

Reason for outing: **Visit to the train station**

Destination: **Sutherland Railway Station**, Old Princes Hwy, Sutherland NSW 2232

Transport used: Walking on foot

Proposed activities: Watching trains, discussing transport, engaging with the community, discussing road safety.

Time away from service: Up to 1 hr.

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 29, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### Regular Outing Permission Form - #11

Reason for outing: **Visit to the theatre**

Destination: **The Pavilion Performing Arts Centre** Sutherland, 30 Eton St, Sutherland NSW 2232

Transport used: Walking on foot

Proposed activities: Watching a performance, learning about road safety, engaging with the community

Time away from service: Usually around 2 hours.

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 29, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



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### Regular Outing Permission Form - #12

Reason for outing: **Collecting sticks**

Destination: **Walk around the block**

Transport used: Walking on foot

Proposed activities: Collecting sticks and nature items for children's play, learning about road safety, engaging with the community

Time away from service: Approx 45 mins up to 1 hour.

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 29, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### Regular Outing Permission Form - #13

Reason for outing: **Visit the church next door**

Destination: **Sutherland Presbyterian Church**, 90 Glencoe St, Sutherland NSW 2232

Transport used: Walking on foot

Proposed activities: Depending on the children's ideas using the hall for activities, events, wet weather play etc.

Time away from service: Up to 1 hour.

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 29, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children and up to 8 if whole group attends.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



## Sutherland Presbyterian Church Preschool

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### Regular Outing Permission Form - #14

Reason for outing: **Visit to residents of aged care**

Destination: **Nagle Aged Care**, 144-150 Flora St, Sutherland NSW 2232

Transport used: Walking on foot

Proposed activities: Chat with residents, play simple games, engage in simple art activities

Time away from service: Up to 1 hour.

Likely window excursion will take place: We will be away from the preschool anywhere between 9.30am and 12.30pm depending on the program and needs of the children

Likely number of children: Up to 10, depending on the day's enrolments and interested children.

Likely number of staff: At least 2 educators for up to 10 children, up to 3 educators depending on the day.

Risk assessment is available for viewing in the preschool for this outing.

I \_\_\_\_\_ give permission for my child to participate in this ongoing outing during the next 12 months. I recognise that I will not necessarily have prior notice that the outing will occur depending on the needs of the preschool.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_





# Sutherland Presbyterian Church Preschool

## Appendix D – Excursion Form - other than above

### Excursion Permission Form

Dear families,

We are planning an excursion and need your permission to allow your child to attend. Please read the details below and fill in the permission slip at the bottom of the form and return it by **<Insert date here>**.

A risk assessment has been completed on the excursion and is available at the service if you would like to view this. Ratio for the excursion for the age group is 1 adult per 10 children.

**Excursion details:**

Reason for the excursion			
Location being attended			
Date of the excursion			
Time away from the service	From:	To:	approx.
Proposed activities			
Transport method used	<input type="checkbox"/> On foot	<input type="checkbox"/> Public Bus (no seatbelts)	
	<input type="checkbox"/> Train (no seatbelts)	<input type="checkbox"/> Other: (seatbelts/no seatbelts)	
Anticipated numbers attending	Children:	Staff:	Helpers:

If you do not give permission for your child to attend the excursion the preschool will contact you to let you know whether your child will be looked after at the preschool or whether they will need to find other care for the day depending on the ability to maintain supervision and ratio.

Please provide the following for your child: Hat, Sunscreen, Appropriate clothing for the weather, Drink Bottle.

✂-----

**Permission slip:**

I do/do not give permission for my child \_\_\_\_\_ to  
select option write child's name

attend the excursion to \_\_\_\_\_  
write excursion location

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Sutherland Presbyterian Church Preschool

### APPENDIX E - 2026 Outing/ Excursion Risk Assessment Overview and Review - v 2/ 2026

Last updated: 1 Feb 2026

File location: Google Drive/ Risk Assessment/ 2026 Risk Assessment Overview and Review

Risk Assessment	Last reviewed	Updated copy in Risk Assessment folder
<b>Excursions/ Outings - order as per permission form 2026 - 14 excursions - All these venues are in Sutherland and only require walking for transport. These risk assessments have their own folder.</b>		
1/ St Johns Anglican Church/ Emergency Evacuation Rehearsal	Feb 2026	✓
2/ Library	Feb 2026	✓
3/ Black Sheep Cafe	Feb 2026	✓
4/ Seventh Heaven Cafe	Feb 2026	✓
5/ Peace Park Kinder	Feb 2026	✓
6/ Glencoe st Reserve	Feb 2026	✓
7/ What's Fishy Fish Shop	Feb 2026	✓
8/ Post Office	Feb 2026	✓
9/ IGA	Feb 2026	✓
10/ Train Station	Feb 2026	✓
11/ Pavilion Theatre	Feb 2026	✓
12/ Stick Walk	Feb 2026	✓



## Sutherland Presbyterian Church Preschool

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13/ Church Hall	Feb 2026	✓
14/ Nagle Aged Care	Feb 2026	✓







## Sutherland Presbyterian Church Preschool

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### Checklist of Items to be taken on a local, walking outing:

Destination:

Date:

Item	Person Responsible	Yes/ No
Mobile Phones		
List of children attending/ emergency contact list		
Emergency Management Plan		
List of adults attending (showing ratio of adults to children)		
First Aid kit		
Epipens/ asthma medication/ additional medication/ medical management plans		List children for whom medication has been packed or NA
Keys		
Tissues		
Camera		
Suitable clothing eg jumper if weather cold.		
<b>For the children:</b>		
Sun hats		
Name tags		
Sunscreen		
Suitable shoes		
<b>Leave at preschool:</b>		
List of children attending outing		
Adequate staffing for children not attending outing		