## MARIBYRNONG PRIMARY SCHOOL



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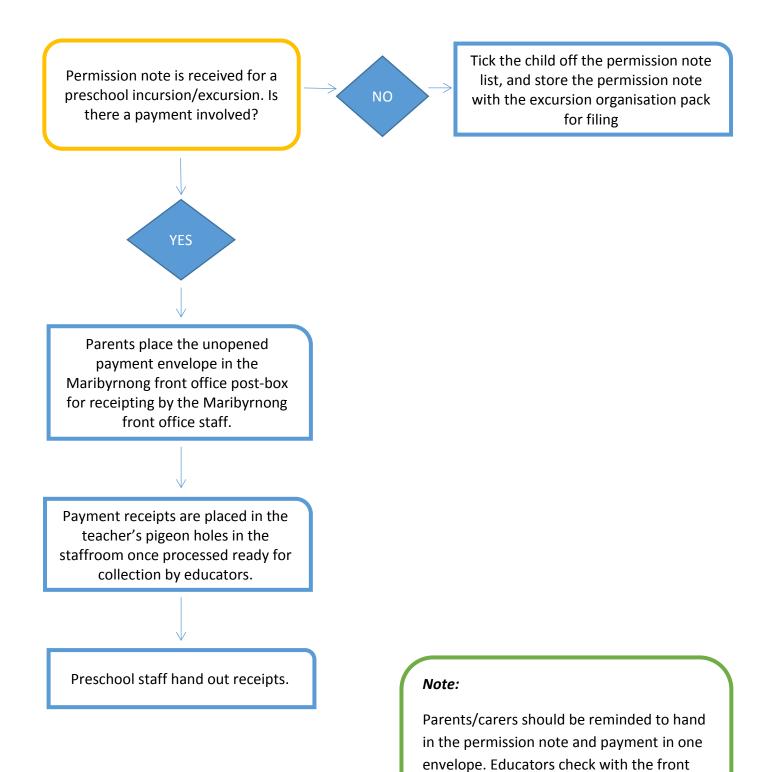
## Procedure for organising preschool excursions/incursions

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.

## Procedure for organising preschool excursions/incursions

An opportunity arises for an excursion/incursion that supports the preschool program Consult the preschool team leader to If approved, team leader signs and gain in principle approval for the dates Excursion Planner. excursion/incursion. Educator completes the Excursion Planner Conduct the risk assessment prior to booking the excursion/incursion. Site visit must be conducted where Risk assessment proforma provided applicable to complete the risk to team leader. Team leader shares assessment proforma. with Principal who declines or approves excursion/incursion. Book the excursion/incursion. Ask Business Manager to arrange transport booking if required. Booking forms and confirmations and transport confirmations collected to be placed on file. Draft permission note using the master permission note for no cost or cost excursions/incursions as appropriate. Team Leader approves permission note for distribution. Send the draft permission to team leader for approval. For filing: ☐ Copy of signed excursion/incursion planner ☐ Risk Assessment ☐ Signed permission notes Collect all completed permission notes ☐ Reflection of incursion/excursion (if to be placed on file. applicable)



office staff to see that permission notes

have been returned.