

MILES FRANKLIN PRIMARY SCHOOL

Achieving Educational Excellence in a Caring Environment

Alderman St Evatt, ACT 2617 – Ph: 6142 2770 – Web: www.mfps.act.edu.au



Preschool Excursion and Incursion Procedure

Reviewed by: Monique Darragh

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Next review: 19.10.24

Preschool excursions and incursions are a valuable part of the preschool program. They endeavour to expose children to experiences they might not otherwise have the opportunity to experience. They can also be used to build on a current area of interest and exploration. They also build on educational concepts being taught in the classroom and link curriculum areas with real experiences. Many of these experiences are linked to our Units of Inquiry and are a provocation for learning about the concepts, transdisciplinary themes and big ideas of the unit.

Excursions/incursions are organised by teachers or an executive teacher. They are organised at least 6 weeks beforehand and require executive approval, school (excursions checklist) and departmental procedures/policies to be followed and risk assessments to be completed. It is important to check that the correct notes and risk assessments are being used. The Preschool resources on ConnectEd provide examples of the requirements needed.

Specific attention for Preschool is given to the needs of the group (including medical and other additional learning needs). This helps staff choose volunteers and work out the best child/teacher ratio for that particular excursion. Staff also correspond medical and dietary needs to excursion organisations and do a risk assessment to ensure children's safety and inclusion.

The organisation of excursions and incursions must follow strict processes in order to meet regulations 100, 101 and 102 of the National Quality Standards. To ensure these are followed all current staff have completed the Excursion Induction online course provided by the ACT Government.

The school's specific guidelines can be found in the Staff handbook on Google drive.

NQS: 2.2.1, 2.2.2, 3.1.1,4.1.1, 7.1.3

Corresponding Regulations: 99-100,101,102, 161, 168,



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