



Procedure for organising preschool excursions/incursions

An opportunity arises for an excursion/incursion that supports the preschool program

Conduct the risk assessment prior to booking the excursion/incursion. Site visit must be conducted where applicable to complete the risk assessment proforma

Educator completes Excursion Planner, Risk Assessment Proforma and draft permission letter which is sent to team leader for approval

If approved, the team leader signs and dates Excursion Planner

Team Leader shares with Principal who approves or declines excursion/incursion

Booking forms and confirmations and transport confirmations to be collected to be placed on file.

Book the excursion/incursion. Ask business manager to arrange transport booking if required

Team leader approves permission note for distribution

Collect all completed permission notes to be archived

- For filing:**
- Copy of signed excursion/incursion planner
 - Risk assessment
 - Signed permission notes