## ACT Public Preschool Local Walks and Regular Outings – Permission Note

I understand that the authorisation that I am giving allows my child participation in regular outings including local walks from the preschool site. This authorisation is current for the school year 2024.

I give permission for my child (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in (preschool group) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to attend regular outings from the preschool site in the local neighbourhood.

*I agree to my child participating in the activities associated with regular outings. I have discussed with my child the need for sensible behaviour on these outings. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending these regular outings.*

*I agree that my child will be under the authority of the school for the duration of the regular outing and that the school is authorised to return my child to school or home at my expense if the school considers that* circumstances *warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.*

The following information is required under the Education and Care Services National Regulations (r.102):

* **Event Title** – Regular Outing
* **Venue Details** – Local Neighbourhood
* **Time** – Anytime between 9:00am- 3:00pm
* **Purpose of excursion** - During the Preschool year the students may be taken on incidental walks as part of the Preschool Program.
* **Mode of transport** – Walking
* **Proposed activities to be undertaken -** The walks may include visits to local areas such as the shops, local nature areas, the local letterbox.
* **Anticipated number of children attending** - 20
* **Anticipated number of staff members and any other adults who will accompany and supervise the children on local walks –** 2 staff; up to 4 other adults
* **Educator to child ratio** - 1:10 ratio for local walks; 1:4 if crossing a road
* **A risk assessment** has been developed for local walks and regular outings; available upon request.
* **Emergency contacts and procedures in the event of an emergency -** an emergency contact list is taken on each regular outing.
* **Medical status -** Your child’s medical status must be updated regularly when needed and an updated *Medical Information and Consent Form* is required to be completed. If medication must be administered during preschool hours, a *Medication Authorisation and Administration Record* must also be completed. These forms are available from your Preschool Educator or from the website: <https://www.torrensps.act.edu.au/our_preschools>
* If there is any additional information you need to provide to support your child’s participation in these regular outings, please provide these details to your Preschool Educator.

Parent/Carer: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_/\_\_/\_\_

*Please turn over for Privacy Policy information*

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU) This information is necessary for us to manage student participation in excursions and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion in order to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate’s website ([www.det.act.gov.au](http://www.det.act.gov.au)) on the About Us page.