



2026 Regular Outing / Excursion Authorisation Form

The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care premises by an educator.
(Education and care services national regulations)

What is a Regular Outing?

The regulations define a regular outing as a 'walk, drive or trip to and from a destination that the service visits regularly as part of its' educational program'

- a) That the preschool visits regularly as part of our program
- b) Where the circumstances relevant to the risk assessment are substantially the same on each outing.

I _____ (parent/nominee having authority to authorise) give authorisation for the educators at Gundagai Preschool Kindergarten to take my child

_____ (child) outside Gundagai Preschool Kindergarten premises for the purpose of participating in regular excursions, spontaneous walking excursions, and transition to school visits (travelling on local school bus service) to locations within a 5km radius of the preschool. Destinations could include, **but are not limited** to, the library, Mirrabooka, the main street area, local sporting grounds, the Police Station, the Fire Station, Carberry Park, the Museum, the Old Gaol, Woolworths, Local Schools, and the Lookout for example. **I understand this authorisation will remain valid for the entire of 2025 unless I provide preschool with a written letter to change this authorisation.**

A risk assessment will be conducted for each regular outing every 12 months or whenever there is a change in circumstances, such as a change in location or when new risks are identified. These can be requested at any time to view.

The reason the child is to be taken outside the premises of Gundagai Preschool Kindergarten. Spontaneous and/or Regular excursion off premises. Transition to school visits to local primary schools	• To enhance the everyday preschool curriculum • To participate in transition to school programs, • Connections to the local community that surround the preschool • Broadening their understanding of the world in which they live. • Small group interactions • Opportunities to teach the children about road safety • Opportunities to teach the children about shopping and mathematics
The date the child is to be taken on the excursion	Ongoing / Spontaneous / Organised Transition Visits / Regular Excursion. Families will be provided details of these outings prior to children participating (unless it is a spontaneous walking excursion for example to purchase cooking ingredients).
Description of the proposed	Walking excursions - destinations within a 3km distance from preschool. Including but not limited to; the library, Mirrabooka, the main street/shopping area, the Police



destination for the excursion	Station, Fire Station, Carberry Park, the Museum, the Old Gaol, Woolworths, Local Schools (St Patricks Primary), ANZAC Park, ANZAC Grove, Yarri Park, RSL Club for performances, and the Lookout. <u>Bus Travel Excursions 5km radius</u> – Local Schools (South Public, Gundagai Public) as a part of the transition to school program. All other Bus Travel Excursions will have a dedicated authorisation form separate to this form as they are not regular or ongoing.	
The method of transport to be used for the excursion	☒ Walking (within a 3km radius of preschool) ☐ Private Car ☒ Bus 5km radius (Local school bus companies. Buses will be fitted with seat belts) ☐ Other _____	
The period the child will be away from the premises	• Most spontaneous excursions will be short and usually between 15min – 2hours. • Regular excursions may be longer. For example, our intergenerational visits to the hospital may be 5-hour visits. • Transition to school visits will be from 2-hours – 5.5-hours. A full day at school.	
The proposed activities to be undertaken by the child during the excursion	<i>May include, but is not limited to:</i> • walking to the post office to collect or post mail • going to the supermarket to purchase supplies for an experience • going to other local shops and community spaces – hardware, garden shop for supplies, museum, Old Gaol, Fire Station etc. • bird watching in the park • visiting a local school to engage in school events, transition/orientation to school programs • visiting the park for some physical activity, utilise the large, grassed area to play ball games and run • to collect leaves and natural materials (scavenger hunts) • visiting the local public library • walking around the local community – just to observe what is going on and to get to know our community / road safety programs.	
The number of children likely to be attending the excursion	A group of 20-24 children is the normal number of attendances at Preschool each day.	
The ratio of educators attending the excursion to the number of children attending the excursion	This will depend on the risk assessment conducted for each individual excursion and the number of children participating. At all times there will be a minimum of 2 educators. If risk is increased, more educators will accompany children.	
The number of staff members/other responsible persons who will accompany and supervise the child on the excursion	The staff who are rostered on for the day and additional staff if required as per the risk assessment for each outing, to ensure safety and supervision.	
Is there a risk assessment prepared and available at the service	☒ Yes. A risk assessment is required each time the preschool/educators take children outside the preschool premises. Please ask staff if you require a copy.	

Signature _____ Date _____