



**Early Learning Centre**

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## Centre Excursions Policy

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### **Rational**

Safety is of paramount importance when leaving the familiar centre environment. To ensure everyone's safety parents will be notified of an excursion and the planned adult-child ratio and their consent given and recorded, assessment and management of risk.

### **Reference and Key Text:**

Licensing Criteria 2008, Health and Safety, Hazards and Outings Child documentation required:

HS17: A record of outings and excursions. Records include-

- . The names of adults and children involved;
- . The time and date of the outing;
- . The location and method of travel;
- . Assessment and management if risk;
- . Adult/child ratio; and
- . Evidence of parental permission and approval of adult/child ratios. Which may have been provided on enrolment for spontaneous or regular outings, as long as some general assessment of risk has been undertaken and information is provided to parents regarding the circumstances/rationale of the outing.

HS17: Whenever children leave the premises on an outing or excursion:

- . Assessment and management of risk undertaken, and adult/child ratios are determined accordingly. Ratios are not less than the required adult/child ratio;
- . The first aid requirement in criterion

HS25 are met in relation to those children and any children remaining at the premises.

Parents have given prior written approval of their child's participation and of the proposed ratios for:

- . Regular outings or excursions at the time of enrolment; and
- . Special outing or excursions prior to the outings or excursion taking place and
- . Special outings or excursions prior to the outing or excursion taking place; and
- . There are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.




When more than 3 children leave the premises on an outing or excursion, Person Responsible requirements are met for those children as well as for children remaining at the service.

Spontaneous outings involving 4 or less children (that do not meet Person Responsible requirements) are specifically approved by the Person Responsible.

## **Te Whariki**

Belonging-Goal 1.Children and their families experience an environment where connecting links with the family and the wider world are affirmed and extended.

## **Procedures**

-  Any teacher that is the 'person responsible' will ensure that each child is restrained by Regulation 29A of the Traffic Regulations 1976.
-  There will be at least 2 adults in any motor vehicle carrying more than 3 children.
-  Parents will be notified via the whiteboard/ email and at the front door of any excursions planned for the children.

- ✚ Parents will be aware of destination of the excursion, when, where, staff to child ratio and the risk assessment procedure.
- ✚ They will then be asked to sign permission forms for their child.
  
- ✚ Signed permission is to be gained from parents for spontaneous excursions at the time of enrolment.
- ✚ Spontaneous excursions will include the local park, walks around the local neighbourhood, to Little Pioneers, to Bombay School and the Bombay Rugby grounds. etc within an appropriate comfortable walking distance from the Centre.
- ✚ There will be a ratio of 1 adult to children 4 children on all excursions. The adult/child ratio will be maintained for the children remaining at the Centre.
- ✚ Before leaving on a planned excursion signed parental permission is to be obtained in the outing book specific for the purpose.
- ✚ Teachers will not deviate from the planned outing route.
- ✚ Detailed documentation and planning regarding each excursion is kept in the outing book.
- ✚ Hazard/Risk Assessment Documentation is completed before each outing by the Teachers involved with the planning of the outing.
- ✚ A first aid kit, cell phone, and all other necessary supplies are taken on all excursions.
- ✚ Appropriate ratios will be maintained with children's ages and abilities in mind and will not exceed government regulation ratios.
- ✚ All children will have a name tag with their full name and contact cell phone number for supervisor on the outing.
- ✚ Parents will be required to meet the cost of any special outings.

Notice will be given of any cost involved and this money should be kept separate from fees for the sake of good financial housekeeping.

**Date: February 2016**

**Signed** \_\_\_\_\_

Reviewed annually.