



# Excursions Policy

## Rationale

Excursions are an important part of Centre life. We want to ensure that links between the Centre and the wider community are affirmed and extended.

## Purpose

- To ensure children are kept safe on excursions.
- To ensure parents are informed of excursions.
- To allow children the educational benefits of an outing.
- To comply with Education (Early Childhood) Regulations 2008.

## Guidelines

Permission for spontaneous excursions is completed upon enrolment by the parent or guardian. This permission will be valid throughout the time the child attends the Centre, unless we are notified otherwise. Parents are required to read and agree to the Excursions Policy upon enrolment.

Spontaneous excursions will involve walking only. Children will only be taken on spontaneous excursions if permission has been granted on the enrolment form by the parent or guardian and the Centre Supervisor. If permission has not been granted that child, or children, will remain at the Centre and Ministry of Education child ratios are to be maintained at all times. At least one staff member and one other adult will remain at the Centre during excursions. One teacher holding a current first aid certificate must remain at the Centre and one must go with the excursion group.

Parents and whanau will be kept informed of any spontaneous excursions by recording them on the noticeboard. Excursions will be recorded as part of the program planning and evaluation.

Parents will be encouraged to participate on trips through verbal communication, and written notices. Where a cost is involved, parents may be asked to contribute towards part or all of the cost. Parents may be asked to bring their child's car seat.

## Ratios on Trips

- Four Years and above: 1:4
- Two – Three Years: 1:3
- Under Two Years: 1:2
- If parent helpers are bringing siblings on Centre excursions they will need to be counted in the ratio unless they are older than 14 years of age.

Careful consideration and approval by Princes Street Management is required for children on trips under two years of age.

Where excursions involve risk factors the ratio will be 1:2. In assessing risk, consideration will be given to the following; age of the children, skills of adults, nature of the children, and the nature of the visit (e.g. near water). If the excursion is near water a 1:1 ratio will apply and only be increased with the Centre Supervisor's approval.

Ratios can be made up with staff, parents, whanau, volunteers, students, and other visiting adults. Minimum adult to child staffing ratios will be maintained at all times, both on the trip, and for those remaining at the Centre.

Each outing will have a designated “person responsible”, with a recognised qualification (e.g. Diploma of Teaching). There will be at least one adult with a First Aid Certificate both on the trip and back at the Centre when children are remaining behind.

There will be a minimum of two adults on an outing. (*See Child Abuse Prevention Policy*). Adults will avoid being alone with the children if at all possible, for example, when they are taking them to the toilet.

Vehicles must contain at least two adults except where a parent travels with their child only. Vehicles must have safety belts and these will be used in conjunction with appropriate car seats. All vehicles used must have a current Warrant of Fitness and the driver must hold a current Full Drivers License. These details will be recorded and held on file. Children will always be seated in the back of a car and never in the front seat.

All excursions must be approved by a Centre Management

If any incidents or accidents occur on the trip the persons responsible must notify the Centre Management immediately.

One person will remain at the Centre even if all children are on the excursion.

A record will be kept of all details of the trip including the destination, route taken and estimated return time. A mobile phone will be taken on all excursions. The mobile number will be recorded at the Centre.

There will be no smoking by anyone on excursions.

Whilst walking near the road children will be holding hands or in pushchairs. Pedestrian crossings will be used whenever possible for crossing roads. The opportunity will be taken to educate children on road safety.

Excursions will be planned for within the program, also allowing for those that occur spontaneously. Excursions may link to children's strengths and interests, and focuses within the program.

A first aid kit will be taken along with other appropriate supplies, such as nappies, camera, food, drink, medication, sunhats and sun block when appropriate. Everyone will stay together on excursions. An Excursions Form recording all names, destination, staff ratios and special conditions will be taken on all excursions and a copy will remain at the Centre.

All other Princes Street childcare policies apply while on excursions.

### Walks Covered by Spontaneous Outings Permission

A minimum of half an hour advance warning is required. The Centre Management must be informed of where children are going, which route is being taken, when they are due back, and who has gone.

An Excursions Form must be completed, including a contact phone number and a copy handed into the Centre Management before leaving.

### Major Outings

Management (Supervisor and Assistant Supervisor) will be informed of the proposed trip at least two weeks prior to the day of the excursion. A written proposal is required outlining the details of the excursion. Information required includes:

- Date and time of trip
- Destination
- Teacher to child ratio for the trip
- Teacher to child ration remaining at the Centre
- Changes to staff hours and lunch times if applicable
- Children attending trip
- Proposed charge to children
- Hazard identification
- Any other information deemed necessary

Management will discuss the proposal with the staff member concerned if necessary. Approval of any outing will be given as soon as possible prior to the date of the outing.

A parent Permission form will be drawn up once the details of an outing is finalised. The appropriate Excursions Form will be used to record all details outlining the following:

- Purpose of outing
- Learning outcomes
- Date and time of trip
- Destination
- Teacher to child ratio for the trip
- Teacher to child ration for the children remaining at the Centre
- Charge to children
- Hazard identification and risk analysis
- Method of transport
- Written evaluation of trip and any follow up from it