

## Excursions

Enquiries to: Manager, Team leaders

Applies to: All children, parents, guardians, teachers and relievers.

Date Reviewed: November 2021

Next Review Date: November 2022

Location of file:

Last saved: 09/11/2021

Management consulted Yes/No Staff consulted Yes/No

Parents consulted Yes/No

Approved by Jenni Mason Designation: Centre Manager Date 09/11/2021

**RATIONALE:**

To ensure that the health and safety of both the children going on excursions outside the Centre as well as those remaining at the Centre is maintained at all times. To ensure parents and whānau are consulted when their children are participating in trips outside the Centre.

**POLICY:**

The Centre Manager is responsible for ensuring that this policy is adhered to.

Children travelling in motor vehicles while in the care of the Centre will be restrained as per the Traffic Regulations (1976), Transport (Child Restraints and Seatbelts Approval) Notice 1984 and any subsequent amendments to these regulations. All children are to be in an age-appropriate car seat up to the age of 7, as of the 1 November 2013. Permission must be obtained from parents before the trip.

Children will only leave the Centre with a person authorised by the person having custody of the child.

Where children are taken on a trip away from the Centre:

1. a ratio of adults to children will be used that ensures the safety of the children.
2. written approval of the ratio to be used will be obtained from the parent or the guardian before the trip is made.
3. for children remaining at the Centre, the adult to child ratio specified in the Licensing Criteria and 2008 regulations will be maintained.
4. A qualified/registered teacher will be present at all times.
5. Any parent/adult accompanying children on a trip must provide proof of Vaccination for Covid 19.

**PROCEDURE:**

Permission for small spontaneous trips close to the Centre will be obtained from parents on enrolment. An adult to child ratio of 1:3 for children over 2, 1:2 for children under 2 will be used. These trips must have the approval of the Manager. A record of these trips will be made in the diary.

For planned excursions, specific written approval of the trip and the ratios to be used will be obtained from each parent. A minimum of one week’s notice of the trip will be given to parents.

The risk assessment of a particular excursion will be assessed/ completed by the Centre Manager and appropriate adult/child ratios determined. The risk will depend on the nature of the trip, the age of the children attending, the particular children and the teachers’ skills. All teachers and parents must sign the hazard register to acknowledge they have seen and agree to the adult/child ratio’s and are aware of the emergency procedures and potential hazards whilst at the planned excursion venue.

In enclosed child safe environments, a minimum adult to child ratio of 1:2 for under-two years old, 1:3 for 2-3 years old and 1:4 for 3-5 years old will be used.

In open public environments, a minimum adult to child ratio of 1:3 will be used. If children under 2 participate in trips to these locations, they will have an adult to child ratio of 1:2.

In open environments where children will have access to water a ratio of 1:1 will be used.

Public transport is to be used wherever possible and in preference to private vehicles. Appropriate ratios on public transport will be maintained.

Where private vehicles are used:

1. all drivers must have a current Full NZ drivers licence.
2. each vehicle must be registered and have a current warrant of fitness.
3. any private motor vehicle used must have safety restraints for all passengers.
4. all children must be suitably restrained as per NZ Road Safety Regulations
5. there will be at least two adults present in each car. At least one of these adults will be a qualified/Certificated permanent teacher.
6. Parents/whānau will supply the child’s own seat. (must comply with the car seat regulations, NZTA)

A minimum of one staff member with a current first aid certificate will accompany children on the trip.

A first aid kit, children’s individual medication, (i.e. Epi pen, Insulin kit, independent medication, if applicable), drinking water, sun hats, sun block. Jackets and boots will be taken on the trip. (Weather dependant). Changes of clothing will be taken; one set for children under two, and one set for children over two. Disposable nappies, wet wipes, tissues and plastics bags will also be taken. (This can all be located in the emergency backpack). Lunch boxes and drink bottles will be taken when applicable.

A cell phone and an up-to-date contact list will be taken on all trips to enable communication with the Centre and parents.

Each adult will be responsible for particular children for the duration of the trip. A roll call will be taken before leaving the Centre, and before returning to the Centre. Roll calls will also be taken during the trip.

For children remaining at the Centre the teacher to child ratio required by the MOE will be maintained.

A minimum of one qualified / certificated teacher (acting as the person responsible) and one teacher with a current first aid certificate will remain at the Centre.

If there are insufficient adults to meet the required ratios, both for the trip and the Centre, or if health and safety standards cannot be met, all children will remain at the Centre.

The manager/team leaders remain responsible for the health and safety of the children and staff at all times.

*References; MOE regulations 2008, Licensing criteria for ECE centres, 8 HS17 & HS18*

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**Pre-Assessment for Planned Excursions 2022 –**

***(To be completed by Teacher before any PLANNED EXCURSION takes place – authorized by Centre Manager)***

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| ***Planning the Excursion:*** | ***Who?*** | ***YES/NO*** |
| *Discuss how the excursion links to the programme plan and learning outcomes for children – children have new cultural experiences.* |  |  |
|  *Identify such logistics as the location of toilets, places to eat, places to take shelter in bad weather, places for transport to part, identify and hazards (at the location and between the location and the parking area.)**Ensure supervision when boarding, and alighting from bus and between bus and venue* |  |  |
| *Develop your hazard management plan.* |  |  |
| *Consider your supervision requirements. Will you need to get parent help? What are the appropriate ratios? How will you organize and brief the parent helpers? Ratio’s*  |  |  |
| *Make transport arrangements –*  |  |  |
| *Book the venue as appropriate and determine if there are any special conditions attached to bringing large groups of children.*  |  |  |
| *Consider your “Plan B” for the excursion if some unforeseen event makes the venue unavailable, disrupts the transport plans etc.*  |  |  |
| *Provide information to families – including permission slips which identify the adult: child ratio. It is also helpful to make sure that families have a contact number in case they need to get hold of you during the excursion. Notices distributed each term, identifying times, location, ratios and what to wear; contact details are to ring the centre as not all children attend. Emergency contact details for reaching parents are in the emergency bag that we take with us each time for both groups attending. Name tags with contact phone number for each child* |  |  |

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| ***Risks (Hazards) –*****What could happen or what might cause harm?** | ***Action -******How will we manage a hazard – remove, isolate, minimize*** |
| ***Earthquake***  |  |
| ***Fire***  |  |
| ***Accident or injury*** |  |

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| ***Managing the Excursion:*** | ***Who?*** | ***YES/NO*** |
| *Confirm the itinerary and timetable for the excursion* |  |  |
| *Consider needs for food/drink during the day - morning tea provided for during the excursion, cups taken as water on site.*  |  |  |
| *Determine how the teaching team will supervise the excursion – what roles will they take? Will at least one member of the team be outside the required ratio so that they can respond and assist easily if any unforeseen incident occurs? (e.g., available to ring ambulance, talk with police etc)* | *.* |  |
| *Plan how you will brief the supervising parents and communicate with them during the excursion.* |  |  |
| *Plan how you will manage transitions to/from the destination and any parking area. Ratios are maintained, the children are spoken to each time about road safety, crossing the road, expectations of behaviour and listening.*  |  |  |
| *Work out how you will take roll checks during the day - Once children are signed in for the day, we check before leaving the centre and again when leaving the venue.*  |  |  |
| *Work out what needs to be taken on the excursion – particularly any special medical provisions. – the first aid backpack is taken for each group, this includes parent contact details, first aid supplies, epi pen, inhalers, plasters, etc.*  |  |  |

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| ***Before leaving the centre:*** | ***Who?*** | ***YES/NO*** |
| *Take a full roll of all adults and children (including any accompanying siblings) on the excursion. Make sure you have a list of all children, and their emergency contact numbers. It is also useful to have emergency contact numbers for all adults on the excursion. If possible, leave a full list of all children and adults with someone who is not going on the excursion. – the parent/emergency contact details are kept in the backpack taken on the excursion, this is updated on changes of phone numbers and when new children start.*  |  |  |
| *Check all required items are taken on the trip – remember to have at least one cell phone that parents can contact you on in an emergency. You might want to also leave a contact number for the bus company or other service that you are using for transport. It is also useful to have an EFTPOS card or some cash with you.* |  |  |
| *If everyone is leaving the centre leave a notice on the gate, door or a window advising any visitors of where the staff and children are. Leave the contact phone number as well.* |  |  |
| *Consider using name tags for all children – with contact details. E.g., the number of the cell phone you are taking on the excursion, or the number of someone connected to the service th.at is not on the excursion with you.* |  |  |
| *Brief all the non-employee supervising adults – make sure they are aware of the plans and your expectations of them as part of the supervising team. Make sure all the helpers know which children they are responsible for.* *Generally, if parents are attending, they will accompany their child and possibly 1 extra.*  |  |  |

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| ***Reviewing Excursion:*** |  |  |
| *What improvements could have been made? Discuss at Team Meeting with others.* |  |  |
| ***Review the excursion.*** *Did it provide the planned learning outcomes? What changes need to be made in logistics & planning for the next planned excursion?* |  |  |



**Risk Assessment Template for Non-routine Excursion**

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| **Excursion:** |  |
| **Date of excursion:** |  |
| **Departure time (from the centre):** |  |
| **Arrival time (back to the centre):** |  |
| **Person responsible:** |  |
| **List risk factors:** *i.e., Bus*  |  |
| **Transportation:** |  |
| **Number of children attending:** |  |
| **Ratio:** |  |
| **Number of adults (including teachers and helpers) required to attend:** |  |
| **Cost:** |  |
| **Other factors to consider:** eg. are there children going who have not been on an excursion before, or has there been any changes in the centre that could have unsettled the children prior to the excursion |  |
| **Permission slip required:** |  |
| **Current First Aid holder** |  |
| **Age Group >2, < 2, mixed** |  |

Management Committee approval given by:

Risks Identified

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How Managed……………………………………...…………………………………………….……………………………….

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