

# *Kiddies Campus Policies and Practices*

**Policy Name:** EXCURSION POLICY

**Trigger Event(s):**

An excursion from the Centre with children is planned.

**Rationale:**

Excursions are an important and exciting experience for children but entail higher risks which are best minimised by careful planning and additional adult supervision. Parents, for their peace of mind and assurance, should be aware of additional planned supervision and could withhold their approval.

**Te Whariki:**

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

**Recommended Procedure:**

1. Excursions will be planned in advanced as part of the current centre programme.
2. Important to understand that outings into the community are an important part of Te Tangata.
3. Written parental consent will be obtained for all excursions, other than walks in and around Dunedin (for example, visits to shops, cafés and the public library), prior to the excursion. Written information will be provided to parents regarding the circumstances/rationale of the outings.
4. The Enrolment Agreement signed by the parent/caregiver includes permission for each child to go on small walks around town as described. A list of children not covered by this permission will be maintained to ensure the wishes of the parent/caregiver are adhered to.
5. At all times at least two adults, one being a staff member who is a **person responsible**, will accompany children on excursions.
6. **A record of each outing, including a risk assessment, will be completed and retained.** These records must include names of adults and children involved, the time and date of the outing, the location and method travel, assessment and management of risk and child/teacher ratios.
7. At least one adult will hold a current First Aid qualification and be responsible for:
  - a) First Aid kit
  - b) Portable drinking water
  - c) Roll of children going on the excursion (to be photocopied from the outing book)
  - d) Medication required for children if required.
8. At no time during the excursion will a child be left in the care of only one adult; this includes attending to a child's toileting requirements.
9. Children will be dressed appropriately (i.e. hats and coats or sunhats and sunscreen).

10. All practical efforts will be taken to ensure the venue is researched thoroughly to ensure appropriate health and safety standards are in place.
11. Ratios
- a) Over two children:
    - 1:5 Walks in and around Dunedin
    - 1:2 Near water
  - Under two children:
    - 1:2 Must be in a buggy
    - 1:1 Near water
  - b) Travelling in vehicles: ***Two adults at all times in the vehicle. Each child is retrained as required by Land Transport Legislation. Written permission is to be obtained before the trip begins (unless the child is travelling with their parent).***
12. Ratios and regulations will be maintained for children remaining at the centre.
13. Parent consultation will be sought throughout the planning of an excursion.
14. In the event of low child numbers for a planned excursion, postponement or cancellation will be at the discretion of the Supervisor.
15. If a child appears unwell prior to the excursion, appropriate steps will be taken to contact the parents and a decision made whether or not the child participates in the excursion.
16. Insufficient adults to meet the designated ratio will result in postponement or cancellation.
17. If the whole centre has gone on an excursion, a staff cell phone number will be posted on the door. If it is not a 'whole centre' excursion the Supervisor or Assistant Supervisor will have a contact number.
18. If it is possible, parents will be contacted prior to any teacher taking their child out of the centre in the case of an emergency.

**Policy Reference Information:**

- Traffic Regulations 1976 – Section 29(A)
- Education (Early Childhood Services) Regulations 2008, regulation 46 (Health and Safety Practices)
- Health and Safety Practices Criterion 17
- Teaching Standards 3 & 5