

	Policy Category: HEALTH AND SAFETY
	Policy Name: Outings and Excursions Policy

Purpose

The purpose of this operational policy is to ensure children's safety during outings and excursions by meeting licensing criteria HS17.

Position Statement

Safety is of paramount importance when leaving the familiar centre environment. To ensure everyone's safety parents will be notified of an excursion, with the planned adult:child ratio. Parents' consent is recorded, assessment and management of risk will be undertaken and clear methods of communication will be established and maintained.

Issue Outline

Definition: Whenever children leave centre premises they are on an excursion.

Outings and excursions are an important way for children to form relationships with and learn about people, places, and things in their local community (Te Whāriki, 2017). Regular and spontaneous outings are part of this centre's local curriculum.

Permission

Regular excursions: Parents / caregivers give (or withhold) their consent to regular excursions at the time of enrolment and the planned ratio.

Special excursions: Prior to each excursion – consent for the planned outing and the proposed ratio.

When children leave the premises on a regular or special excursion, the excursion must be approved by the Person Responsible.

ECE Licensing Criteria HS17 Excursions

Documentation required:

- *A record of excursions that includes:*
- *the names of adults and children involved;*
- *the time and date of the excursion;*
- *the location and method of travel;*
- *assessment and management of risk;*
- *adult:child ratios;*
- *evidence of parental permission and approval of adult:child ratios for special excursions; and*
- *the signature of the Person Responsible giving approval for the excursion to take place.*

- Applies to any occasion children leave the premises on an outing or excursion:
- The adult:child ratios are not less than the required regulatory ratio. This applies to both the children on the outing as well as to the children who do not participate in the outing and remain at the centre.
- On any excursion, there must be at least one staff member who holds a First Aid qualification per 25 children. If children remain at the centre, staff must hold a First Aid qualification as well (1:25).

Risk Management Processes

- Planning for each outing and excursion begins with a risk assessment, including route mapping, specifying the method of travel and listing the names of adults and children participating
- The risk assessment takes the number of children attending and the environmental hazards into account. The more environmental hazards, the more adults are required for supervision and safety. For example, if bodies of water are in the vicinity, the ratio must be adjusted accordingly, as the risk is higher.
- A First Aid kit and personal medication will be taken along, together with provisions such as water and sunscreen.
- There are communication systems in place so that people know where the children are, and adults can communicate with others as necessary. There will be at least one teacher with a mobile phone.
- At least two staff to go on every outing, i.e. it is not permitted for only one staff member to go on an outing with children.

- Before going on a planned excursion, written permission must be obtained from parents. If travel is in a motor vehicle, this needs to be stated and signed by the parent.
- Staff will not transport one child alone, unless it is their own child
- All children travelling in a motor vehicle must be restrained as per Land Transport regulations – refer to the Motor Vehicle Transport Policy (HS18)
- The driver must have a full licence and the car must have a current WoF and Registration
- If parents / volunteers bring along siblings then the ratio must be adjusted accordingly, i.e. siblings must be added and included in the ratio.
- Parent helpers must actively supervise children in their care.
- Planning (route and transport method) is made available to parents, along with the mobile phone number of the person responsible on the excursion
- The person responsible on the outing has a mobile phone for emergencies and a list of parents' contact numbers. There is a clear communication plan in place.
- Establish an excursion checklist (e.g. first aid kit, list of children, contact information, medical information, list of adults participating and their contact information, mobile phone)
- Outline the rationale for the excursion and the planned activities
- Undertake a head count at regular intervals
- Parents may be required to meet the cost of any special outing. Notice will be given of any cost involved. Children will not be excluded from regular excursions, as part of the curriculum because a parent cannot afford it. Special excursions that are outside the regular curriculum provision may be part of optional charges and are specified in the enrolment agreement.
- Review effectiveness of the planning and risk assessment upon completion.

Record Keeping

Full records (refer to documentation required on page 2 of this document) of both regular and special excursions should be kept for the current year plus one additional year. This includes the signed permissions of the Person Responsible

Alignment with Other Policies

- Excursion Risk Assessment Form

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Hazards and Outings Documentation required:

- HS17: - A record of outings or excursions.

In regards to the National Education and Learning Priorities- Objective 1

Impacts of Policy on Staff, Parents, Children

This policy will help to avoid

- Parents being unaware of adult:child ratio on outings
- Lack of consideration to planning appropriate staff or adult ratios for the outing.

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

- Children encounter health and safety hazards.
- Children may get injured or lost whilst on outings

Implementation

Clear procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised by licensed service:	Greendale Kids Preschool Greendale Kids Nursery
Date:	6 June 2024
Review Date:	June 2025
Parents informed:	February 2024