

## Excursions Procedure

**Rationale:** Whaingaroa Childcare recognises the importance of providing a wide range of experiences including opportunities to explore the immediate surroundings and wider community. We encourage spontaneous and planned excursions outside of the centre, in a manner that promotes safety for the children and teachers involved.

**Objective:** That Whaingaroa Childcare shall safely provide excursions outside of the centre as an extension to the curriculum.

### Spontaneous excursions:

- Signed permission is sought from parents for spontaneous "on foot" excursions at the time of enrolment.
- Parents sign the spontaneous excursions RAMS form upon enrolment and their signed permission includes acknowledgement of the risks and intended ratios for spontaneous excursions.

### Planned excursions:

- Whaingaroa Childcare shall have excursions in the community and wider Waikato area throughout the year. The whole centre will participate in some excursions, whilst others shall be for small groups.
- Planned excursions shall require signed parental permission including the date, venue, attendees, agreement to adult:child ratios, method of transportation and that the risk assessment has been sighted. A copy shall be kept on our records. Planned excursion destinations are Papahua domain, Round the Block to the Jetty and the Green Slide playground.
- If children are required to travel in a motor vehicle, the following information must be provided by the person providing transport, and checked by a staff member:-
  - Vehicle has a current WOF and REGO
  - The driver must hold a FULL LICENCE and a copy provided to the centre

In order to travel in a motor vehicle or the bush park transport vehicle, these rules shall also apply:

- The children must be restrained in appropriate car seats, with tether straps fastened into the car, if present on the seat.
- Car seats will be replaced as they expire.
- No child may sit in the front seat or in a lap belt.
- **No child may be transported by someone holding a criminal conviction, unless it is their own parent or whanau member.**

## Planning/records:

- A hazard assessment and excursion planning sheet shall be completed before embarking upon any excursion.
- The hazard assessment must include planning to mitigate the risk of Covid-19. This will be reflective of the traffic light setting we are currently in and will follow the Covid-19 Protection Framework guidelines at all times.
- All excursions must be signed off by the head teacher BEFORE the trip happens in line with the licencing criteria.
- Details of all excursions are kept in the excursions folder.

## During the excursion

- A copy of the excursions form, at least 1 contact cell phone number, a travelling route and estimated travel times shall be left at the centre, as part of the fire/emergency drills procedure.
- A copy of the excursions planning form, RAMs document, a list of all children plus their emergency contact details, allergies, behavioural needs and medicines will be taken on the excursion
- Except in the case of an emergency, no-one shall deviate from the planned outing route. If a deviation is required, the centre shall be informed.
- Teachers will conduct regular roll calls and head counts while out on all excursions. They will use the child list to record these.
- On all excursions, a trip bag shall be taken including:
  - First aid kit
  - A Cell phone
  - Toileting resources if reqd.
  - Notebook and pencil
  - Plastic cups and water
  - Preventative medication and plan for children on trip
  - Copy of the excursions form including RAMS form.
  - Emergency contact list for children on trip including numbers of all parent helps
  - Food if required, transported in accordance with the Food and Nutrition policy
  - Parent helps contact numbers and car registration numbers
- Children will be assigned either a teacher or a parent help. The children are to stay with their assigned person.

- Parent helps and employees helping on trips are required to provide a cell phone number and have it switched on for the duration of the excursion.
- Parent helps will be briefed prior to the excursion so they know
  - which children they are responsible for.
  - the itinerary, timetable, and general logistics of the excursion.
  - The risk management plan for the excursion.
  - How they are expected to manage children and their behaviour, including when they should seek immediate help from a staff member.
  - the arrangements for toileting, food/drink, looking after children's belonging, who has the First Aid Kit, the number of the emergency cell phone and what will happen in any emergency etc
- If a child is lost
  - Stay calm, alert, and focused.
  - Inform the persons responsible (qualified teacher on the excursion).
  - Find the nearest employee or security person: give them a specific description of the child
  - Gather as a group and go to the designated meeting place while one adult looks for the child
  - One person must phone your centre to let the designated person know the situation and your group location
  - If a child cannot be located within 10 minutes of being separated from the group, the police must be contacted and their whaanau informed.

### **Ratios and child protection:**

- During excursions, the following ratios shall be met at all times:
  - Travelling in a car. Maximum 1 adult to 2 children (If only 1 adult) 1:5 if more than one adult
  - No child may sit in the front seat or in a lap belt.
  - Walking 1:6 Over twos, 1: 4 Under twos
  - By large bodies of water no entry to the water is permitted
- If possible, we will aim for at least one member of the teaching staff to be excluded from the ratio calculation. This leaves them free to manage and co-ordinate during any unforeseen event, or to deal with routine items such as collecting tickets, managing storage of back packs etc.
- There will be at least two adults on each excursion and legal ratios and persons responsible requirements will be met. The person responsible on the excursion is required to hold
  - a current first aid certificate,
  - have a recognised ECE or primary teaching qualification, and
  - hold a practicing certificate from the Teaching Council.

- For children remaining at the centre, legal ratios and persons responsible requirements will be maintained.
- When toileting children on excursions, teachers will make decisions based on the people they have available on the day.

**Date Reviewed** March 2024

**Next Review Date:** March 2025 (Annual Review)

**Links to templates/other documentation**

- Motor vehicle procedure
- Excursion Record sheet

**Links to licencing criteria**

C2 and 9, HS17-18 and 25

**Links to Te Whaariki**

Belonging G1	Connecting links with the family and the wider world are affirmed and extended
Contribution G1	There are equitable opportunities for learning, irrespective of gender, ability, age, ethnicity or background
Exploration G4	They develop working theories for making sense of the natural, social, physical and material worlds