



Riverside Educare

Excursions Policy

Rationale:

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.

Te Whariki:

Mana Atua: Tamariki and their whanau experience an environment where connecting links with the family and the wider world are affirmed and extended.

Procedures:

- Before leaving on a walk outside of the centre, teachers will check they have signed permission from the parents on the enrolment form.
- Any excursions other than short walks; teachers will get signed permission from the parents using a form specific to the purpose. For spontaneous trips in the centre van, parents will have signed a general permission form and we will always contact the parent via phone call or text message to inform them that we are taking their child on a spontaneous trip.
- A excursions form and risk assessment form will be completed for all excursions, and left at the office with names of those going on the excursion, ratios and signed.
- If the required paperwork is not fully completed, the trip will be cancelled.
- A first aid kit, cell phone, and all necessary supplies are taken on excursions.
- Appropriate ratios will be maintained with children's ages and abilities in mind and will not exceed government regulation ratios. Our excursion ratio will generally be 1:4 or at the discretion of the Centre Manager.
- Staff will at all times take into consideration risk factors including: age of children, staff experience, the nature of the group, and the nature of the visit, and reduce or increase child:teacher ratios accordingly.
- Any excursion involving water will have reduced ratios. Generally: 1:1 if in the water, 1:2 if alongside water. Further ratios are at the discretion of the Centre Manager or Head Teacher but will not exceed those for other excursions.
- Child:teacher ratios will always be retained for the children remaining at the Centre.
- To ensure safety of teachers and children, wherever possible, at least 2 adults will be present with a group of children.
- If there are insufficient teachers/parents to meet our ratio requirements the trip will be cancelled.
- For excursions by motor vehicle, all parents and teachers will adhere to traffic regulations at all times.
- All children travelling by vehicle (including buses) will be restrained in size appropriate and NZ regulation approved car seats. If air bags are fitted, the front seat of the vehicle will not be used to seat children as per car seat instructions.
- There will be at least 2 teachers/adults present in a vehicle when they are carrying more than 3 children. (1:4 ratio if approved by Centre Manager).
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- Teachers will be encouraged to use 'kiddi locks' on doors if available.
- The permission form signed by the parent will state the child:teacher ration being used for each particular trip.
- Teachers will ensure all vehicles used on excursions are legal; current registration and warrant of fitness and all drivers hold a current full NZ drivers licence.
- At least one teacher on the trip must have a valid first aid certificate.
- Depending on the destination, the teacher/s taking the excursion must do a 'pre-visit' to ensure all safety aspects are covered/catered for.

This policy will be reviewed annually or as needed.

Date reviewed: October 2021

Licensing Criteria: HS17, HS18