

## Early Childhood Learning Centre

# Excursion Policy

<b>Categories:</b>	Curriculum
<b>Last Modified:</b>	October 2024
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### Policy Statement

Children are given opportunities to visit places of interest in the local and wider community.

### Rationale

Children and their families will experience an environment where connecting links with the family and the wider world are affirmed and extended. The Centre endeavours to have at least two planned excursions each year for 2-5 year-olds. The nature of the excursions will vary and may include educational, cultural or sporting events.

### Procedures

#### Walks within the University Campus

1. Parents can give signed permission on the enrolment form for their children to participate on walks within the Ilam campus of the University.
2. The ratios for such walks are
  - Under 2s 1:2
  - Over 2s 1:6
3. Teachers going for the walk with children will be familiar with the Risk Analysis and Management (RAM) form for walks within campus.
4. At least two adults will accompany a group on walks, as part of the Child Protection policy. One of these adults will be a qualified and registered teacher who is employed by the Centre.
5. Teachers will take a cell phone with them on all walks within campus.
6. The following details of the walks are recorded in the diary/blank paper saved in folder.
  - The names of adults and children involved;
  - The time and date of the outing;
  - The expected return time;
  - The intended route of the walk;
  - Cell phone number.

7. In the event of an emergency such as but not limited to, Earthquake, fire, lockdown, occurring during a walk, teachers on the walk will
  - Return to the Centre or follow instructions from University Security, or a H&S representative, on where they should go,
  - Contact the Centre via cell phone or Security personnel to inform the Team Leader / Manager of the group's location and any instructions from Security.
  
8. In the event of tamariki and or kaiako becoming ill, the group will return to the centre. If needed the centre will be contact and or security for assistance.

### **Planned excursions (including walks outside the University Campus)**

1. As part of planning, the teacher(s) organising an excursion will
  - a. Inform parents at least 48hrs prior to the excursion and seek parent help when required,
  - b. Provide parents with details of the excursion (including adult:child ratio and a plan of where parents can pick up their children in the event of an emergency. See RAMS), and obtain the following before the excursion:
    - Parents' written permission for the trip
    - Parents' approval for the stated adult:child ratio
  - c. Complete a Risk Assessment and Management (RAM) form which
    - includes a plan of how to deal with an emergency (such as but not limited to, Earthquake, fire, lockdown, car accident)
    - must be approved by the Team Leader, and
    - is made known to all adults accompanying the trip.
    - RAMS form will be handed out to each adult attending the trip prior to excursion
  - d. Plan for transport arrangements based on these considerations
    - When public transport is used,
      - the ratio of adults to children will be determined by the specific risk factors involved,
      - in general, the ratios will be 1:2 for Under 2s and 1:4 for Over 2s,
      - the commercial driver will not be included in the ratio and be fit to carry passengers
    - When University fleet vehicles are used,
      - the vehicle will be checked to ensure it has a current warrant of fitness and registration,
      - The Team Leader will check before departure that the drivers of the vehicles have current, full driver's licence with no endorsement.
      - Car-seats will be fitted in accordance to safety regulations
  - e. Planned provisions for the trip, including
    - snacks and water,
    - sunscreen,
    - appropriate clothing (e.g., sunhats, jackets, spare clothing, etc),
    - nappies and toileting sundries,
    - required medicines (e.g., asthma inhalers, antihistamine, epipens, etc)
  
2. During the excursion,

- a. Teachers will bring along a first aid kit,
  - b. Teachers will take a cell phone,
  - c. Teachers will take a roll call:
    - before leaving the Centre,
    - on arrival at the destination,
    - before leaving the destination to return to the Centre, and
    - on arrival back at the centre.
    - Checks will also take place throughout transportation
    - Each adult will be responsible for the tamariki in their group (this will be allocated and written on RAMS prior to excursion)
    - In most cases the Team Leader will attend excursions and not have tamariki in their care – continually making sure adults (Kaiako and helpers) as well as tamariki are present, safe, and coping.
  - d. The teacher(s) organising the excursion will bring along a record of the excursion and leave a copy in the children’s sign in/sign out sheet. The record contains the following details:
    - Date and time of excursion
    - Destination
    - Names of children on excursion
    - Names of staff members and other adults on excursion
    - Estimated time of return to the Centre
    - Cell phone number
  - e. There will be teachers at the Centre to supervise children who do not go on the excursion.
3. After the excursion, the teacher(s) organising the excursion will file all documentation related to the excursion in the excursion folder.

### All activities where tamariki leave the Centre

1. Hi-visibility vests will always be worn by all staff and children for safety and group identification purposes.
2. Tamariki are gathered together to discuss safety and expectations while on excursion. During the excursion tamariki will also be reminded of how to stay safe.

### Related documents

- Child protection policy
- Accident management procedure
- Sun protection policy
- RAM for special outings (template)
- RAM within campus