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**EXCURSIONS** **POLICY**

**RATIONALE**

At Flying Kiwi Preschool we recognise the importance of providing a variety of experiences. Regular or Special excursions stimulate an understanding and awareness of our community and the world we live in. It is essential that these excursions are planned for and carried out in a manner that promotes safety for all tamariki, kaiako and adults involved.

**TE** **WHĀRIKI**

***Belonging/******Mana******whenua******-******Goal******l:*** Tamariki and their whanau experience an environment where connecting links with whānau and the wider world are affirmed and extended.

**Licensing** **Criteria** **for** **Early** **Childhood** **Education** **&** **Care** **Services** **2008**

**Curriculum:** **Children** **as** **Learners**

· **C9:** The service curriculum provides children with a range of experiences and opportunities to enhance and extend their learning and development - both indoors and outdoors, individually and in groups.

**Health** **and** **Safety:** **Hazards** **and** **Excursions**

· **HS17:** When children leave the premises on an excursion: assessment and management of risk is undertaken, and adult: child ratios are determined accordingly. Ratios are not less than the required adult: child ratio; the first aid requirements in criterion **HS25** are met in relation to those children and any children remaining at the premises; parents/caregivers have given prior written approval to their child's participation and of the proposed ratio for regular excursions at the time of enrolment; and special excursions prior to the excursion taking place; and there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary. When children leave the premises on a regular, or special excursion, the excursion must be approved by the Person Responsible.

**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 regular excursions; 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.

· **HS18:** If children travel in a motor vehicle while in the care of the service: each child is restrained as required by Land Transport legislation; required adult: child ratios are maintained; and the written permission of a parent of the child is obtained before the travel begins (unless the child is travelling with their parent).

**DOCUMENTATION** **REQUIRED;**

Evidence of parental permission for any travel by motor vehicle. In most cases, this requirement will be met by the excursion records required for criterion **HS17**. However, services that provide transport for children to and/or from the service must also gain written permission from a parent upon enrolment.

**PROCEDURES**

* Kaiako will provide tamariki with excursion opportunities to enhance and extend their learning and development. All tamariki will have the opportunity to participate in some excursions, throughout their time at Flying Kiwi Preschool.
* Written signed permission is to be gained from mātua for all regular excursions at the

time of enrolment.

* Regular excursions could include visits to local parks, supermarkets, ngahere walks, libraries, fire stations, and neighbouring schools, as are listed in each centre's enrolment form.
* Mātua will be notified in writing of any regular excursions for the tamariki via the excursions book, daybook, whiteboard, notice boards at the front door, Storypark or email.
* Flying Kiwi Preschool has a specific risk assessment and management plan documented for regular excursions within their local community. This is available for mātua to sight at time of enrolment and when each excursion occurs. This is reviewed by the teaching team at least annually.
* Every special excursion will have a separate risk and management plan developed for that particular event.
* All kaiako, and other adult help who are part of an excursion, will have read and are aware of their responsibilities under the RAM plan and this policy before leaving the centre.
* On site risk assessments will be carried out by the adults on the excursion to eliminate any potential hazards or harm that could be caused.
* Detailed documentation regarding each excursion, regular or special, is kept in the excursions book documenting the time, date, location, risk assessment and management plan, list of adults and tamariki, adult: tamaiti ratio, contact number and mode of transport used.
* Before leaving on a special excursion beyond a comfortable walking distance from the centre, written signed permission is to be obtained from mātua in the excursions book specific for the purpose.
* Mātua may be asked to meet the cost of any special excursions. Notice will be given of any cost involved and this money should be kept separate from fees for the sake of good financial housekeeping.
* Mātua and whānau are invited to participate in excursions and will be counted in the adult: tamaiti ratio. Kaiako will brief mātua before leaving the centre, explaining safety rules and what to do if any tamariki get lost or groups separate.
* Kaiako will conduct regular roll calls and head counts while out on all excursions.
* Kaiako will not deviate from the planned outing route unless this route becomes unsafe. If plans do need to change while on the excursion, the designated person at the centre will be informed immediately.
* Each tamaiti will wear a tag, or card, that has the centre contact details on it. This will not have the child's name on it.
* Kaiako will take with them a backpack of required equipment, including first aid supplies, water, nappies, kai, any medication for tamariki and adults on the trip, current emergency contacts list, and a mobile phone.
* Tamariki will wear weather appropriate clothing.
* There will be at least two adults on each excursion and legal ratios and persons responsible requirements will be met. Exception will be made for school visits and centre to centre transitions, where one adult can driven a child to these specific places, where they will meet with other adults (person responsible requirements must still be met). The person responsible on the excursion is required to hold a current first aid certificate, have an early childhood qualification and hold a practicing certificate from the Education Council.
* Transporting tamariki from centre to centre, or centre to primary school, with kaiako is regarded as an excursion; please see the settling policy for further details.
* For tamariki remaining at the centre, legal ratio and persons responsible requirements will be maintained.
* Appropriate adult: tamaiti ratios will be maintained with consideration to the ages and abilities of the tamariki. Ratios will not exceed government regulation. As a guideline no more than 1:8 for tamariki aged 2 years and over.
* Should tamariki need to travel by private motor vehicle, they will only do so in a car seat secured by a seat belt that complies with the requirements under the Vehicle Equipment Rule and other Land Transport Rules made under the Land Transport Act 1998. The adult driving must hold a current full driver's license and the car will have a current warrant of fitness and registration.
* When tamariki are transported by any motor vehicle, at least two adults will be present when there are four or more tamariki in the vehicle.
* Should an emergency arise, a designated meeting place is decided upon prior to departure. Physical addresses of close by points to the excursion destination are also known to the persons responsible on the excursion and a designated person at the centre.
* If a tamaiti is lost:
* Stay calm, alert, and focused.
* Inform the persons responsible (qualified kaiako on the excursion).
* Find the nearest employee or security person; give them a specific description of the tamaiti.
* Gather as a group and go to the designated meeting place while one adult looks for the tamaiti.
* One person must phone your centre to let the designated person know the situation and your group location (as the tamaiti will be wearing a tag with centre contact details). That way if the tamaiti is located by a member of the public the contact person at the centre can explain where your group is.
* If a tamaiti cannot be located within 10 minutes of being separated from the group, the police must be contacted and the mātua inform.

**LINKS** **TO:**

* Ngahere Education Policy
* Nappy Changing Policy
* Sustainable Practices Resource

**Date** **approvet:** July 2022

**Review** **date:** July 2023