



POLICY: **Outings & Excursions**

Links: HS17, HS18

Rationale & Objectives:

To ensure the safety and well-being of children when going on outings and excursions. Outing and excursion planning includes risk assessment, ensuring regulated adequate adult:child ratios and gaining parent consent prior to the excursion.

Parents need to be comfortable with, and aware of, where their children are and who they are with at all times. Conditions during outings and excursions need to be safe and appropriate.

**Any excursion or spontaneous outing will have a specific educational purpose especially related to experiences in the centre.**

Procedures:

- Outings are planned at huddles and Team Hui meetings. The Centre manager will check that procedures are followed.
- Written approval from parents or guardians is given at the time of enrolment for spontaneous outings and excursions. These include outings to local sites within a comfortable walking distance from the centre.
- Planned excursions will require separate written approval on each occasion prior to the excursion taking place. Parents will be given written approval of the ratio of children to adults to be used.
- An Excursion Risk Assessment will be filled out by a teacher in charge of the excursion – this will be visible for parents to view
- Adult:child ratio for children over two years will be no more than 1:6.
- Adult:child ratio for children under two years will be 1:2 at all times.
- Excursions are not permitted to go in the sea, rivers, streams, water holes, lakes or swimming pools.
- Buses are to be hired for excursions. Private cars are not to be used unless a parent/guardian is transporting their own child.
- Buses with seatbelts are preferred if available.
- Each child is restrained as required by Land Transport legislation.

- Children who do not have parent approval for an excursion will remain at the centre with a certificated teacher. It is preferable that children not coming on the excursion will make alternative arrangements for that day.
- When on an excursion, no person other than a team member from the centre (or the child's own parent) may take children to the toilet. No child is to be left alone or to be separated from the group at any time during the excursion.
- There will be at least one person responsible with a current certificate in first aid present on the excursion plus one other team member.
- There will be at least one person responsible with a current first aid certificate present at the centre with the children remaining at the centre, maintaining the ratio at all times.
- On every excursion there needs to be taken a cell phone, first aid kit, any child's medication, drinking water, and food if staying away for more than two hours.
- Children are to be well equipped with appropriate walking shoes, appropriate clothing for the weather, a sun hat or winter hat, and sunblock in summer.
- Every child's name will be recorded on a roll and will be checked against on departure from Lumsden Kindergarten and on arrival and departure at any place.
- If there are insufficient adults to meet our regulated ratios then there will be NO excursion.
- A notice will be left on the front door at Lumsden Kindergarten with excursion details and the cell phone number.
- Adults responsible for small groups of children will be made aware of their responsibilities.
- Assessment and management of risk is undertaken well in advance of the excursion.
- When children leave the premises on a regular or special outing or excursion the outing or excursion must be approved by management.
- A risk assessment will be filled out by the teacher leading the excursion before going. This is available for parents and whanau to view. It will be kept on file at Lumsden Kindergarten.
- All information regarding the excursion – RAMS; signed consent from parents; and any other relevant information relating to the excursion will be checked over by the manager.
- Once everything has been checked by the manager all documentation for each excursion will be given to the administrator to file.

Philosophy: 'priority focus'

Policy Developed: June 2017

Reviewed: June 2018, July 2019, August 2020, July 2021, Dec 2022