



Excursion Policy

Education [Early Childhood Services] Regulations 2008 (and its Amendments):

Regulation 46

Licensing Criteria for Early Childhood Education and Care Centres 2008:

Criterion HS17, HS18

Rationale

This policy will ensure that all children's personal well being and safety requirements will be met on any Pelorus Community Preschool excursion.

Purpose

To ensure all excursions are well prepared for prior to happening so that they are safe and fun for all involved.

Policy

The wider world outside of preschool grounds is a valuable and important resource to be used as a tool in the learning and development of all children who attend PCP on a regular basis. This means that when we can we explore our local community as well as the wider world to help extend on children's interests and strengthen links with home/community and preschool. To do this we must have procedures in place to ensure all staff are clear on the expectations when organising an outing.

Procedures

- When children leave the premises on a 'local walk' or special outing the excursion must be approved by the Person Responsible.
- Before any trip whenever children leave PCP premises a risk assessment and management (RAM) form is filled in. This will include the lead teacher visiting the planned excursion site beforehand to undertake hazard checks which will be written up on the RAM's form. A copy of which will be available for you to view beside the sign in sheet.
- Adult/child ratio's will be determined accordingly – this will be decided by the lead teacher of the trip and the person responsible. Ratios will not be less than the required Adult/child ratios.
- Parents have been informed of the trip and have given written approval for their child to participate in the excursion. All local walks are pre-approved by whanau at the time of enrolment; a list of places included in 'local walks' and the appropriate RAMs forms are included in their enrolment pack and a signature of permission for these is given at enrolment. For all other outings whanau will have signed the appropriate excursion form prior to the outing.
- First aid requirements are met for children on the excursion and any children remaining at the premises; a trip bag containing first aid supplies is taken on all trips.

- There are communication systems in place so that people know where the children are, and adults can communicate with others as necessary. The Hikoi pukapuka is filled in for all 'local walks' and the 'excursion folder is filled in for special outings; giving details of the ratio, duration of outing, adults and children attending the outing, a phone number for communication throughout the outing and why the outing is happening. The hikoi pukapuka is left with the office manager when the outing takes place and a cell phone is taken on all outings and is kept with the lead teacher in case of emergencies.
- 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. The written permission of a parent of the child is obtained before the travel begins (unless the child is travelling with their parent).
- At all times there will be at least **one** registered teacher of the **two** adults present on any excursion. If the preschool is unable to meet the adult/child ratio requirements as deemed in the risk management assessment the excursion will not take place.

The following preparations will be **completed before** the excursion begins:

- A 'trip bag' containing a portable First Aid Kit, spare clothes, drinking water, nappies, wipes, tissues, plastic bags, rolls of those attending and medication needed will be ready for each outing.
- Staff remaining at the preschool and those going on the excursion will have first aid qualifications.
- List of instructions for parent helpers.
- The hikoi pukapuka and excursion folder will be left at PCP along with instructions on how to access their phone numbers in an emergency.
- A notice will be left on the door if all staff – including the office manager are on the outing. It will explain where the children and staff are, have a return time and also a contact number in case of emergencies.
- The centre will ensure that the appropriate adult/child ratio is maintained at the centre for those children not attending the excursion.

Policy in Action

If this policy is being implemented effectively the following should be happening:

- There will always be at least one registered teacher present on any excursion.
- Adults attending will know what the expectations are on any excursion.
- Safety procedures will be adhered to at all times.