

ALEXANDRA CHILDCARE CENTRE (1995) INC.

EXCURSIONS POLICY AND PROCEDURES

Purpose Statement

We are committed to ensuring that any short walks or planned excursions that the Centre may attend are well planned and staffed. It is our belief that if we abide by this, our excursions will be safe and enjoyable.

Definitions:

Planned Excursion:

An outing beyond our centre, organised by a teaching team and involving all or some of the children attending. Usually planned to support a child's interest ie A trip to a farm. It would involve the use of transport to get the children to and from the place of interest.

Short Walk/Local Excursions/Regular Excursions:

An outing to a place in the immediate local community within a short walking distance and noted on our enrolment form for parents to agree to. These would normally be conducted to allow children to get to know their local community, explore, attend the library, PMP, Maria's Garden etc

- On enrolment, the parent/caregiver gives written permission by way of signature, for their child to participate in outings (walks) near the Centre. This area is bounded by The Pines; Rail Trail; Ngapara Street; Tarbert Street; Centennial Avenue.
- A new and updated Excursions Risk Assessment and Management Form must be completed for ALL excursions, signed by the person responsible and then forwarded to the Centre Manager for approval. Planned Excursions will be forwarded to the Board of Governance for approval.
- *Industrial Visits:* Contact will be made with the workplace regarding the requirements of a visit by pre-schoolers, i.e. OSH, prior to the Centre undertaking such an excursion.
- For specific activities/excursions, including those which may require transport, parents are required to give separate written approval of their child's participation, and a staff member is required to fill out a hazard management form. (Planned Excursion form).
- Transportation requirements are to meet the requirements of the Education (E.C.E.) Regulations 1998 (clause 27)/Regulation 2008 HS18 and the NZ Traffic regulations 1976. All children travelling in a motor vehicle are to be in an approved car restraint. There must be at least two adults in any vehicle carrying more than three children. The use of buses is only permitted for a 'Special Trip'.
- When children leave the premises on a regular or special outing or excursion the outing or excursion must be approved by the Person Responsible. Parents will also be encouraged to participate.
- General regulations will apply for children not attending excursions, including a minimum of two educators on the premises, with one educator holding a Bachelor or Diploma in Teaching ECE or equivalent and a current first aid certificate as well as being recognised as a Person Responsible.
- If a child has not been given permission for an excursion, the child is able to stay with educators at the Centre. A minimum of two staff members would be required to remain at the Centre (complying with the above point).

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- Permission for excursions will include venue, date, times, cost, ratio, permission to travel in a motor vehicle or in an authorised passenger service vehicle and any further information pertaining to the excursion. The excursion will not proceed if conditions or ratios are not adhered to.
- If travelling in an authorised passenger service vehicle (e.g. bus) parents must be informed if child restraints are unable to be fitted as per exceptions to Child Restraint Law 2013. As per above point, buses are only used for a 'Special Trip'.
- The Person Responsible for the excursion will take a fully charged cell phone on all excursions and the phone number will be recorded in daily diary in the office.
- The person responsible must have contact numbers for the bus company, if being used, numbers for the venue or destination and a contact number for someone connected with the centre who is not going on the excursion.
- Educators will take a travel first aid kit and any emergency medication (ie Allergy) plus any medications due to be given during the day, on all excursions.
- One teacher can take a maximum of five children over two on an outing or excursion. The person responsible will ensure that Early Childhood requirements are being met. Spontaneous outings involving five or less children must be approved by the Person Responsible. The adult/child ratio for children over two is 1:5 and 1:2 for children up to two. If near water, adult/child ratio to be 1:1.
- A list of children on the excursion is compiled with one copy to accompany the excursion and another copy to remain at the Centre. Children going on an excursion will be highlighted on the day sheet. Children that remain at the Centre are also noted. On return to the Centre, the master roll is rechecked.
- Sunhats, drinking water and individual cups, are to be taken and to accompany excursions.
- In most cases children participating in an excursion will leave from, and return to the Centre. Parents may choose to take their own child to the location of the excursion.
- No smoking or vaping is permitted on any excursions.
- There are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.
- If all Centre children and staff are on an excursion, a note is left on the front door giving details of the excursion. Our telephone "message minder" for incoming messages will be cleared on arrival back at the Centre.

Policy Category	Health & Safety
Licensing Criteria	
Regulation	Regulation 46 (2008)
Date created	
Next Review Due	February 2026