

ALEXANDRA CHILDCARE CENTRE (1995) INC.

EXCURSIONS POLICY

Purpose Statement

We are committed to ensuring that any regular, spontaneous, or short walks, or planned special excursions -that the children and staff of Kopuwai ELC 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:

Special 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 our 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 local or regular outings near the Centre. This area is bounded by The Pines; Rail Trail; Ngapara Street; Tarbert Street; Centennial Avenue.

Guidelines for Excursions

- Educators will decide with input from parents/children/whānau as to trip destinations and approximate dates.
- Educators will consult with the Centre Manager for approval prior to any excursion.
- The Person Responsible will visit the trip venue beforehand, assess the site and record any potential hazards (see Risk Identification sheet).
- There will be a minimum of two educators on any excursion. There will always be a Person Responsible present for all excursions. In line with Regulations there will be one First Aid trained staff member attending for every 25 children who are attending the excursion.
- Notification of all trips will be issued approximately four weeks in advance, both verbally and in a newsletter and will also be displayed on the noticeboard.
- 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.

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- 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).
- No child may attend an excursion without written permission from parents/caregivers/whanau.
- Permission for excursions will include venue, date, times, cost, ratio, method of transport, location 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.
- When children leave the premises on a regular or special excursion, the excursion must be approved by the Person Responsible.
- We don't use private vehicles for the use of transporting children on excursions.
- If traveling 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.
- The Person Responsible for the excursion will take a fully charged cell phone on all excursions and the phone number will be recorded in the communications diary.
- The person responsible must have contact numbers for the bus or transport company, 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 (i.e. Allergy) plus any medications due to be given during the day, on all excursions.
- A separate roll just for the excursion must be taken, and a roll call will be taken at regular intervals. This roll must include any siblings attending, educator names, parents' names and emergency contact names, it must be kept on file along with permission slips and Risk Identification.
- Educators will photocopy and leave the front cover of the Excursion Form – including children's names who are attending, beside the sign in sheet, showing who is attending the trip, and the Educator's names who are accompany them.
- Educators will record in the communications diary what time they leave Kopuwai ELC, and their expected time of return. A trip evaluation form will be completed after all excursions and displayed on the Parent Notice board.
- Educators will take a camera on excursions when possible.
- Educators will also take water, snacks and lunch, spare clothing, named nappies, wipes, gloves, change mat, plastic bags, prams, money where applicable, sun protection if needed.
- Educators will wear their uniform as per the Uniform Policy on all excursions.
- No smoking or vaping is permitted on any excursions.

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- A new and updated RAM's form must be completed for ALL excursions (this includes repeat excursions).
- There are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.
- If possible, one staff member will be excluded from the ratio to leave them free to manage and coordinate during any unforeseen event, or to deal with the routine items such as collecting tickets, managing storage of bags and so on.

Guidelines for Short Walks/Regular Excursions

- Signed permission is required from parents/whanau on the enrolment permission form for short walks in the local community.
- The Person Responsible for the short walk will take a fully charged cell phone on all excursions and the phone number will be recorded in the communications diary.
- Educators will photocopy and leave the front cover of the Excursion Form – including children's names who are attending, beside the sign in sheet, showing who is attending the trip, and the Educator's names who are accompany them.
- Educators will record in the communications diary what time they leave the Centre, what and their expected time of return.
- Educators will take a camera on excursions when possible.
- Educators will also take water, snacks and lunch, spare clothing, named nappies, wipes, gloves, change mat, plastic bags, prams, and money where applicable. Educators will wear their uniform as per the Uniform Policy on all excursions.
- A RAM's form must be completed for all short walks.

Ratios for Excursions

Over two's	
Walks	1:8 (1 adult per 8 children)
Venues where children will be in or around water	1:3

Ratios for Excursions

Under two's	
Walks	1:4 (1 adult per 4 children)

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Venues where children will be in or around water	1:2
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Staff Lunch Breaks

Educators are expected to have lunch with the children when on an excursion. With the consent of the Person Responsible and if ratios are maintained, an educator may request to have a break and or go home early after returning to the Centre if numbers permit.

For more information on child restraints in vehicles :

www.nzta.govt.nz/safety/vehicle-safety/safety-belts-and-restraints/child-restraints/using-child-restraints-in-new-zealand/

Policy Category	Health & Safety
Licensing Criteria	HS 17, HS113, HS114
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Supporting Documents	NZTA, Licensing Criteria