

# Outings and Excursions Policy

## **Rationale:**

Hokowhitu Children's Centre is responsible for the safety of the children while on outings and excursions. The safety of the children is, at all times, paramount.

## **Purpose:**

To ensure the safety of children and adults while on outings and excursions.

## **Procedure:**

### **1. HCC will ensure that permission is gained before taking children out of the Centre.**

- Parents give blanket permission for their child to participate in outings and excursions when they sign the 'Outings and Excursions' clause on the enrolment form.
- Major excursions, generally planned events, such as visiting Wet Pets, require specific written permission for each excursion. These are kept in a folder in the office.
- An Excursion, Risk Assessment Management Plan and will be completed for each outing and kept with permission slips, along with a copy of the excursion letter.

### **2. HCC staff will ensure that the outing form is filled out and essential equipment is taken on outings and excursions.**

- All outings are recorded in the Excursion, Risk Assessment Management Plan (over 2's and under 2's) kept in the excursions trip folder in the office and is sighted and signed by the supervisor or person responsible. This form records who is going, where to, how, departure time and estimated return time and contact cell phone number.
- A cell phone is taken on all trips in case of accidents, change of plan and so the Centre can contact the group if necessary.
- A basic travel kit is carried on all outings. Any necessary medicines, such as asthma medicine will be taken on all outings along with an emergency first aid kit.

### **3. The safety of the children and adults will be maintained at all times during an outing or excursions.**

- There must be at least one qualified registered teacher and first aider on all outings/excursions.
- When out walking children are not to walk alone but must hold the hand of either an adult or another child. Adults must be at the front and at the rear.
- The ratio of adults to children on outings will vary according to degree of risk, but will always be at least the same as centre requirements i.e. 1:4 for under-2's and 1:7 for over-2's. At all times ratios will ensure that children are kept safe from harm.

- At least two adults must accompany any group of children going on an outing. An exception to this is when a teacher is taking a small group of children onto the grassed area just outside Centre and the teacher and children must remain within sight and sound of the Centre and maintain ratio.
- No staff member or other adults shall be alone with children, other than their own, during any outing or excursion where they are out of view of the Centre.
- Where children are being transported in vehicles other than their own parents' vehicle, a check must be made by staff to ensure the vehicle has a current warrant of fitness and registration and that the driver has a full driver's license. Children must use appropriate car seats and restraints in all vehicles.
- Car seat safety standards will be adhered to, advice and guidance will be sort from Plunket to ensure that all standards are met.
- Parent helpers and student teachers are not included in ratio's any outing or excursion

**Links:**

Child Abuse Policy

Supervision of Children Policy

**Reviewed:** August 2016

**Reviewed & Updated:** Feb 2019

**Chairperson:**

Reference: Regulation 27 (1998)

*Hand in Hand Learning and Growing*