



## Excursions at Lower Hutt City Childcare Centre

Enquiries to:	Manager, Chairperson, BOT
Applies to:	Kaiako, Parents, guardians, and tamariki
Date Developed:	May 2021
Date Reviewed:	May 2021
Date Approved:	
Next Review Date:	November 2022

*References; MOE, MOE regulations 2008, Licensing criteria for ECE Centres, 8, HS17 to HS18*

### **Rationale:**

To ensure that the health and safety of both tamariki going on excursions outside the Centre as well as those remaining at the Centre is maintained at all times. To ensure parents and whanau are consulted when their tamariki are participating in trips outside the Centre.

### **Policy**

The Manager is responsible for ensuring that this policy is adhered to.

Tamariki travelling in motor vehicles while in the care of the Centre, will be restrained as per the Traffic Regulations (1976), Transport (Child Restraints and Seatbelts Approval) Notice 1984 and any subsequent amendments to these regulations. All tamariki are to be in a booster seat up to the age of 7, as of the 1 November 2013. Permission must be obtained from parents before the trip.

Tamariki will only leave the Centre with a person authorised by the person having custody of the child.

Where tamariki are taken on a trip away from the Centre;

- a ratio of adults to tamariki will be used that ensures the safety of the tamariki
- written approval of the ratio to be used will be obtained from the parent or the guardian before the trip is made
- for tamariki remaining at the Centre, the adult to child ratio specified in the Licensing Criteria and 2008 Regulations will be maintained
- A qualified/certificated staff member will be present at all times
- A person holding a first Aid certificate will be present at all times.
- There will be a minimum of 2 adults on all trips (one must be a Registered and first Aid Teacher)

### **Procedures**

Permission for small spontaneous trips close to the Centre will be obtained from parents on the Enrolment Forms. An adult to child ratio 1:6 for Over 2's and 1:3 for under 2's and Ratios of 1:1 by water, will be not be exceeded. These trips must have the approval of the Manager or Head Teacher. A record of these trips will be made in the diary.

For planned excursions, specific written approval of the trip and the ratios to be used will be obtained from each parent. A minimum of two week's notice of the trip will be given to parents.

The risk assessment of an excursions will be assessed/ completed by the Centre Manager/Head Teacher and appropriate adult/child ratios determined. The risk will depend on the nature of the trip, the age of the tamariki attending, the particular tamariki and the staff members' skills. All teachers and parents must sign the hazard register to acknowledge they have seen

and agree to the child/teacher ratio's and are aware of the emergency procedures and potential hazards whilst at the planned excursion venue. This will be included on the Excursion form.

**In open environments where tamariki will have access to water a ratio of 1:1 will be used.**

Public transport is to be used wherever possible and in preference to private vehicles. Appropriate ratios on public transport will be maintained.

Where private vehicles are used:

- all drivers must have a current Full NZ drivers' licence
- each vehicle must have a current registration and warrant of fitness
- any private motor vehicle used must have safety restraints for all passengers
- all tamariki must be suitably restrained as per NZ Road Safety Regulations
- there will be at least two adults present in each car. At least one of these adults will be a qualified/Certificated permanent staff member
- parents/whānau will supply the child's own seat. (must comply with the car seat regulations, NZTA)

A minimum of one staff member with a current first aid certificate will accompany tamariki on the trip.

A first aid kit, any tamariki individual medication, (i.e. Epi pen, Insulin kit, independent medication, if applicable), drinking water, sun hats, sun block. jackets and boots will be taken on the trip. (Weather dependant). Changes of clothing will be taken; one set for tamariki under two, and one set for tamariki over two. Disposable nappies, wet wipes, tissues and plastics bags will also be taken. (This can all be located in the trip backpack). Food and drink will be taken according to what is necessary for the trip ie short trip take a snack, long trip over lunch time, lunch will be provided.

A cell phone will be taken on all trips to enable communication with the Centre and parents. That number will be known to all parents/whānau.

Each adult will be responsible for particular tamariki for the duration of the trip. A roll call will be taken before leaving the Centre, and before returning to the Centre. Roll calls will also be taken regularly during the trip.

For tamariki remaining at the Centre the staff to child ratio required by the MOE will be maintained.

A minimum of one qualified / certificated teacher (acting as the person responsible) and one staff member with a current first aid certificate will remain at the Centre.

If there are insufficient adults to meet the required ratios, both for the trip and the Centre, or if health and safety standards cannot be met, all tamariki will remain at the Centre.

The manager remains responsible for the health and safety of the tamariki and staff at all times.

At completion of trip fill out the attached Evaluation Form and ensure the Head Teacher/ Centre Manager signs off on the trip

**Accompanying documents;**

- Excursion procedure - Located in the front of the Excursions folder
- Excursion form for Spontaneous excursions
- Excursion permission form for Special/planned excursions
- Risk Assessment and Management (RAMs)
- Pre Assessment for planned Excursions

Board of Trustees consulted

Yes/No

Kaiako consulted

Yes/No

Parents consulted

Yes/No

Approved by: \_\_\_\_\_

Designation: \_\_\_\_\_ Date: \_\_\_\_\_