

## POLICY: EXCURSION/TRIP

### **Purpose:**

At Apples Childcare & Learning Centre, we believe that children should have opportunities to visit their local community and the wider world as a means of making connections between their centre experiences and that of the wider world. The purpose of this policy is to ensure the safety of all children during an outing or excursion, to ensure parents are informed of the excursions, to comply with the Education (Early Childhood) Regulations 2008 and Licensing criteria.

### **Procedure:**

- A record of all outings and excursions will be kept. This record will include: the names of adults and children involved, the time and date of the outing, the location and method of travel, assessment and management of risk, adult: child ratios; and evidence of parental permission and approval of adult:child ratios, which may have been provided at enrolment for spontaneous or regular outings, as long as some general assessment of risk has been undertaken and information is provided to parents regarding the circumstances/rationale of the outings.
- Management must approve all excursions and outings.
- Spontaneous excursions could include things like a trip to nearby play area or a walk through the community.
- The First Aid box and a mobile phone is taken.
- Health practices to be maintained, eg the washing of hands before eating while on the excursion. Consideration must also be given to the comfort of the children on the excursion and suitable provision taken i.e sun hats, drinks and food.
- All teachers are aware of the plan and will adhere to it.
- In order to maintain quality care there will be a risk analysis undertaken prior to going on excursions or outings. A ratio will then be determined as a result of this risk analysis. If there are insufficient adults to meet the required ratio the trip will be cancelled.
- Rolls and a head count are to be taken before and during the excursion. A head count and a record of attendance are to be taken when ready to leave the excursion or outing destination.
- Adequate staff will remain at the centre to supervise children who are unable to attend the excursion. This person will be a person responsible. Adult/child requirements for children remaining at the centre as per the Early Childhood Regulations will be maintained.

### Spontaneous outings

- Permission for spontaneous excursions is completed upon enrolment by the parent or guardian. This permission will be valid throughout the time the child attends Apples Childcare & Learning Centre, unless we are notified otherwise. Parents are required to read and tick the Excursions Statement in the enrolment form.
- Spontaneous excursions will involve walking only. Children will only be taken on spontaneous excursions if permission has been granted on the enrolment form by the parent or guardian and the Centre Management. If permission has not been granted that child, or children, will remain at the Centre and Ministry of Education child ratios are to be maintained at all times. At least one staff member and one other adult will remain at the Centre during excursions. One teacher holding a

current first aid certificate must remain at the Centre and one must go with the excursion group.

- Parents and whānau will be kept informed of any spontaneous excursions by recording them through signage in the rooms or at the reception. Excursions will be recorded as part of the program planning and evaluation.

### Planned Trips

- Outings will be planned at a staff meeting or with the staff involved. They will be planned to extend the children's learning and current interests or focus of the group.
- All outings will be undertaken by public transport. It is preferred that organised bus transportation be used whenever possible for outings. If personal transport is used, we will check that any vehicle to be used for transporting children is registered and warranted and that drivers have the appropriate licence. Parents will also need to be vetted if travelling by private motor vehicle.
- Clearly written letters giving the rationale for the trip, costs, date, time, place, ratios and cancellation options with any additional information pertaining to the outing to be given to parents/caregivers/families.
- Written signed permission must be collected from all parents of the children attending the trip.
- Parents will be required to meet the cost of outing. Notice will be given of any cost involved and this money should be paid prior to the outing. Children will not be excluded from outings because a parent cannot afford it.
- Extra staff will attend the outing over the required ratio, to ensure enough staff in case of an emergency.
- Tags/stickers giving centre name and phone number, as well as contact number for someone on the trip are to be worn by all children. For safety reasons, the children's names will not be on the front of the tag.
- A notice will be displayed in the centre foyer giving information on the trip destination, times and contact phone number.
- At least half of the staff going on the excursion will be qualified and adult:child ratios will be maintained at all times.