



## Excursions Policy



### Rationale

To ensure that trips away from the centre are educational, safe and enjoyable.

### Objectives

To ensure that an appropriate adult/child ratio in relation to the risk factors associated with the excursion or activity outside the centre is provided to ensure a high level of safety. If there are insufficient adults to maintain ratio, excursions will be cancelled.

### Te Whāriki

#### Belonging - Goal 1

Children and their families experience an environment where connecting links with the family and the wider world are affirmed and extended.

### Procedures

1. Permission will be sought from the parent/caregiver on the enrolment form for spontaneous excursions within a comfortable walking distance from the centre (for example, fire station, library, parks, Beattie Home etc). The adult to child ratio will be 1:5.
2. Adult to child ratios will be determined for all other excursions by assessing the level of risk, the age of the children and the skill of the adults involved.
3. A Risk Management Assessment form will be completed by a staff member prior to all excursions. This form will ascertain any possible risks involved and how to reduce these risks.
4. Written approval must be received from the parent/caregiver prior to an excursion other than noted in point 1 above, including trips using transport, and the adult to child ratio endorsed. Visits to Hopscotch Early Learning Centre for transitioning children will be approved by the Person Responsible by signing a Transition Agreement.
5. All vehicles and drivers used for car trips must meet legal requirements, eg cars registered, drivers with a full licence.
6. When going on car trips, all children must have the appropriate restraints for their age and a minimum of two adults for more than three children will be in a vehicle.
7. Detailed documentation regarding each planned excursion will be kept in the Excursions file.
8. An adult with a first aid certificate must be present on any excursion.
9. A first aid kit, cellphone and all other necessary supplies will be taken on all excursions.
10. All regular and special excursions will require the signature of the Person Responsible giving approval for the excursion to take place.