



Date- 20.03.2014

## **Excursion Policy**

### **Rationale:**

**Travel into the community and the wider world is part of the child context for discovery and learning. We, as facilitators of child learning, are to ensure children can explore this environment in a safe context through practices that eliminate, isolate and minimize all potential harm.**

### **Procedures:**

- **The Aroha Early Learning Centre will take appropriate measures to ensure the safety of all children in their care during any trips from the Centre environment. The Early Childhood regulations will be adhered to.**
- **Connecting links with the local community and the wider world are affirmed and extended with regular excursions away from the Centre.**
- **Children/tamariki acquire knowledge about their area's environment and it's spiritual significance to local iwi.**

### **Practices:**

1. Adult/child ratio 1:5 on walking trips,
2. Children will remain with adults at all times,
3. There will be 1:3 child/adult with a travelling party (by vehicle),
4. A party travelling by a bus/van, the adult/child ratio adheres to Centre staffing ratio,
5. In a vehicle there will be 1-2 adults present,
6. Correct car restraints correctly attached in use during travel,
7. The responsibility is with the qualified teaching staff for all safety of children/there is to be a current first aid holder present,
8. Planned trips away from the Centre require written permission from parents/guardians/whānau,
9. There is a Centre excursion book in which all departures by teaching staff and children will be recorded in, included for regular walks & visits are generic RAMs forms,
10. A fully qualified early childhood teacher will remain at the Centre for other children attending; correct licensing ratio adhered to,
11. At times, especially during school holiday periods, school children may be attending. When a school child is under 8 years of age, s/he will be included in the ratio number.
12. In the case of water involved on an excursion, adult/child ratio will not exceed that of the above 1:3 ratio.

Ministry of Education ratio regulations apply.

Review date- ...10.03.16 Monitoring- on enrolment form and on notified excursions.

- Consultation: How? *Written, discussion & communication.*
- When? March 2014-03-22 *WHO-Teaching staff/families/whānau*

Changes- because of taking small groups, allowing for flexibility, 1 teacher/1<sup>st</sup> aid per car- times monitored between Centre and venue protecting all parties during excursion. Destination identified with time arrival and return time noted.

**Note- refer to reg re. when more than 3 children in a vehicle- must have at least two adults**

## **Travel arrangements**

(1)The licensee of a licensed centre must ensure that if children travel in a motor vehicle while in the care of the centre—

(a)a person responsible ensures that each child is restrained as required by [regulation 29A](#) of the Traffic Regulations 1976; and

(b)there are at least 2 adults in any motor vehicle carrying more than 3 children; and

(c)the written permission of the parent or guardian of the child has been obtained before the travel begins.

(2)The licensee of a licensed centre must ensure that no child leaves the centre with any person, unless the person—

(a)has the role of providing day-to-day care for, or custody of, the child; or

(b)is authorised in writing to take the child by a person who has the role of providing day-to-day care for, or custody of, the child.

(3)The licensee of a licensed centre must ensure that if children are taken on any excursion or activity outside the centre while in the care of the centre—

(a)there is a ratio of adults to children that, to the satisfaction of the Secretary, ensures the safety of those children; and

(b)the parent or guardian of each child has given written approval to the ratio to be used; and

(c)the adult to child ratio requirement for children remaining at the centre is maintained.