

## RATIONALE

At Learning Curves we are committed to ensuring that any outing/excursions that the Centre may attend are well planned and staffed. It is our belief that if we abide by this then our excursions will be safe and enjoyable.

## GUIDELINES

- Educators will decide with input from parents/children/whanau as to trip destinations and approximate dates.
- Educators will consult with the centre owner for approval prior to any excursion. Approval is obtained through being signed by the Centre Owner (Person Responsible) or Manager
- Whenever possible, the Person Responsible or operations manager will visit the trip venue beforehand and give a plan for the day, including any potential hazards (see attached sheet).
- There will be a minimum of 2 educators on any excursion, with one holding the position of person responsible. At least one educator attending any excursion will hold a current first aid certificate.
- Notification of all trips will be issued at least 2 weeks in advance, both verbally and in a newsletter and will also be displayed on parent notice-boards.
- General regulations will apply for children not attending excursions, including a minimum of 2 educators on the premises, with one educator holding a Bachelor or Diploma of Teaching ECE or equivalent.
- If a child has not been given permission for an excursion, the child is able to stay with educators at the centre.
- No child may attend an excursion without written permission from parents/caregivers/whanau.
- Permission for excursions will include venue, date, times, cost, ratio, permission to travel in a motor vehicle (if required) and any further information pertaining to the excursion. The excursion will not proceed if conditions or ratios are not suitable.
- Any vehicle used for excursions must have a current registration and WOF and be driven by a fully licensed driver.
- All children must be secured in appropriate car seats when travelling by private motor vehicle.
- Signed permission is required from parents/whanau on the enrolment permission form for walks in the local community. In the absence of this written consent children cannot be taken out of the centre with the exception of this being a medical emergency. Whanau will still be notified before walks take place, by either display of the "Local Excursions" form, or by email. This is purely for notification purposes, and written documentation of excursion.
- Educators will take a fully charged cell phone on all excursions and that phone number will be recorded in the communications diary. The phone is for the contact between centre and phone holder, not for parents.
- Educators will take a travel first aid kit and any emergency medication (i.e. Allergy) plus any medications due to be given during the day, on all excursions.
- A separate roll just for the excursion must be taken and a roll call will be taken at regular intervals.
- Educators will record a 'T' on the booking sheet next to each child's name that is attending the trip, and next to Educators names on their time sheet.
- Educators will record in the communications diary what time they leave the Centre, what route is to be taken and their expected time of return.
- A trip evaluation form will be completed after all excursions and displayed on the parent notice board.
- Educators will take a camera on excursions when possible.
- Educators will also take water, snacks and lunch, spare clothing, named nappies, wipes, gloves, change mat, plastic bags, prams, credit card, where applicable.

- Records of the outing must be kept. These must state: the names of the adults and children involved, the time and day of the outing, the location, method of transport, some assessment and management of risks, adult to child ratios and evidence of parental permission.
- Some outings may require a fee which is payable before the outing.
- Children will wear tags on outings that will include such things as centre contact details, or t-shirts for smaller groups.
- Staff will not take children on outings without the permission of the centre Manager.

#### DOCUMENTATION REQUIRED:

A record of excursions that includes:

- the names of adults and children involved;
- the time and date of the excursion;
- the location and method of travel;
- assessment and management of risk;
- adult:child ratios;
- evidence of parental permission and approval of adult:child ratios for special excursions; and
- the signature of the Person Responsible giving approval for the excursion to take place.

#### RATIOS

##### **Over 2's**

Walks	1:7 (1 adult per 7 children)
Car excursions	2:3 (private vehicles)
Car excursions	2:10 (minivan)
Bus excursions	1:4
Swimming lessons	3:8
Venues where children will be in or around water	1:2

##### **Under 2's**

Walks	1:2
Car excursions	1:3 (2 adults minimum a vehicle)
Bus excursions	1:2
Venues where children will be in or around water	1:2

#### **Staff Breaks**

- 10 minute breaks should be taken before leaving for the trip and after returning to the Centre.
- Educators are expected to have lunch with the children when on an excursion (paid). With the consent of the supervisor and if ratios are maintained, an educator may request to go home early after returning to the Centre. If the Centre is overstaffed after returning from an excursion, educators may be asked by management to finish early by making up the lunch break time.
- Educators will wear their uniform as per the uniform policy on all excursions.
- No smoking is permitted on any excursion.

## RISK ASSESSMENT FOR CENTRE OUTINGS IN LOCAL COMMUNITY

The following is a list of things to be aware of when taking children on outings in the local community – park, shops, school visits etc

### Preparing for excursion

Invite all children to go to the toilet/check nappies, check that everyone has appropriate footwear and during terms 1 and 4 sunhats, appropriate clothing and sunscreen applied. If there is no readily available supply of water at your destination then please make sure you take drinking water with you. Make sure that at least one adult has a basic first aid kit, list of children leaving the centre and a mobile phone with them (this must be on at all times)

### Information Sheet

Before leaving the centre you must fill out a 'Local Excursion Information' form. These must include the date, time, destination of visit, names of all children leaving the centre, supervising staff names and a contact mobile phone number. A copy goes with you, and one stays at the centre.

### Road Safety

All local excursions are on foot. Please use footpaths at all times and encourage 'sensible' walking. If you need to cross the road please use this opportunity to reinforce road safety with the children looking both ways etc. If there is a pedestrian crossing or a controlled intersection nearby to where you are crossing you must use it. When walking, please be aware of the movement of vehicles in and out of both residential driveways and carpark areas.

### Hazards to be aware of:

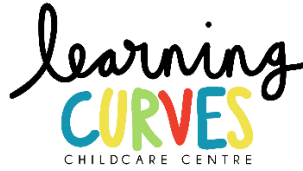
Park/Playground – Check that all equipment is safe for use and appropriate for the age group of the children in your group. Check the surrounding area for any glass or other sharp objects.

Falls/Scrapes/Scratches – If any of these occur please treat them with the first aid kit that you have with you. Make a note of the details so that it can be recorded in the Accident register once you return to the centre. A notebook is in the first aid bag for this purpose.

Public Toilets – If any child needs to use the toilet while you are away from the centre, check that the toilet is in a 'satisfactory' condition before use. Any child using the toilet must have a supervising adult from the trip with them at all times

Dogs – Be wary of any dogs that you may encounter. If you feel that any dog may pose a threat to the group move them to safety as soon as possible

Strangers – Please be aware of any strangers in the vicinity and monitor any interactions they may have with the children. If you are at all concerned or threatened by their behaviour distance the group from them and if necessary, call the police on 111.



## LOCAL EXCURSION INFORMATION

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

Time: \_\_\_\_\_

We are walking to: \_\_\_\_\_

with a ratio of \_\_\_\_\_ adult / s to \_\_\_\_\_ children

You can contact us on this number: \_\_\_\_\_

The supervising Teachers/Adults are:

\_\_\_\_\_  
\_\_\_\_\_

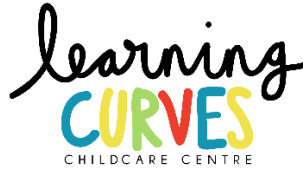
We are taking these children with us:

☐ We have read and are familiar with the centre excursion policy and the local risk assessment/hazard management sheet

☐ This note is on display with Sign-ins sheets the day prior to children going for a walk, so parents and whanau are aware.

Signed Teachers: \_\_\_\_\_

Signed Manager: \_\_\_\_\_



Date:

Dear parents/caregivers

We are currently focusing on Animals within the Centre. The staff feel that an excursion to the zoo would support the information that we have been sharing at Learning Curves. To ensure that we maintain the appropriate ratios we require parent/caregiver/grandparent support to enable this excursion to happen. We will be travelling by bus to and from the zoo. Please return your permission slip and money as soon as possible.

Date: 10 October

Time: 10am leaving, 2pm return

Ratios: 1 adult to 4 children

Cost: \$10.00 per child. This includes entrance, transport and lunch. The Centre will pay for the first 20 parents who respond as parent helpers.

Please send your child on the day with:

School bag

Shoes

Spare changes of clothes

Thank you for your Support

The Learning Curves Team

Trip approved by Person Responsible (Centre Manager): \_\_\_\_\_ and;

Trip approved by Person responsible (Centre Kaitiaki): \_\_\_\_\_



I give permission for my child \_\_\_\_\_ to attend the excursion to the Zoo. I understand that if the weather is not suitable then we will postpone the trip.

I am able to attend the excursion and be responsible for 3 children Yes/No

I agree to the adult to child Ratio Of 1:4 Yes / No

Money enclosed: Yes / No

Signed \_\_\_\_\_ Name \_\_\_\_\_

## EXCURSION RISK ASSESSMENT



Risk Assessment completed by:	
Destination	
Date	
Approx numbers children/adults	
Description and purpose of excursion	
Transport/logistics	

Hazard (what could happen or what might cause harm?)	Action How will we manage that hazard – remove, isolate, minimise?

What ratio is needed for this excursion?	Over 2: Under 2:
Are there any children with particular needs that will require assistance or additional supervision?	
Will there be any staff members who are not part of the ratio? ie do not have supervision responsibilities?	
What particular issues need to be covered in our briefing to supervising parents/whanau?	
Any other hazard management or risk management issues to be considered?	

List of Adults involved in Trip Supervision. Add another page of all children and other adults attending.

Qualified and First Aid Trained Teachers	Non- Qualified Teachers	Other Adults (Parents, whanau)

Approved by Centre Kaitiaki	Name Signature Date
Approved by Centre Manager	Name Signature Date

## Travel Arrangement Policy (excl. Public Transport)

We (the families) have had the opportunity to read and have input on the current travel arrangements for children at our Centre.

Date	Name	Comments

For Excursion: \_\_\_\_\_

Centre Manager: \_\_\_\_\_

Centre Kaitiaki: \_\_\_\_\_



## EXCURSION CHECKLIST

### PLANNING AND PREPARATION

- ☐ An Excursion notice, including cost, is notified to families minimum two weeks in advance?
- ☐ Do you have the written permission of all families? Are they attached with this form?
- ☐ Do you have enough adult help to cover the ratios?
- ☐ Has the venue been booked, if necessary?
- ☐ Has bus been booked and confirmed?
- ☐ Have you organized a rain date?
- ☐ Have the kitchen staff been notified of this trip?
- ☐ Times of departure and expected return notified to parents and teachers
- ☐ RAMS completed and signed off by Centre Manager
- ☐ Name labels on all children, if required
- ☐ Roll Call completed before leaving the Centre
- ☐ Roll Call completed before returning to the Centre

### SITE MANAGEMENT PLAN

- ☐ Location Address:
- ☐ Location Phone Number:
- ☐ Contact Person:
- ☐ Closest Toilets (can do this at the time)
- ☐ Shady and/or dry areas available:
- ☐ Bus pick-up time:
- ☐ Bus Company Phone Number:
- ☐ Kai time planning?
- ☐ Where can bags be stored?
- ☐ Family emergency phone numbers listed:
- ☐ Identify Emergency Exits:
- ☐ Things to do on the day:

### HAVE YOU TAKEN:

- ☐ 1st Aid Kit and Sun Block Spare clothing / hats / towels
- ☐ Mobile phone, charged and credit available Nappies
- ☐ Cups and drinks Food
- ☐ Tissues Wet wipes for hands and faces
- ☐ Spare plastic bags Rubbish bags
- ☐ Ground sheets if necessary
- ☐ iPad
- ☐ Medicine for children List of children
- ☐ Cash or credit card for payment
- ☐ Pens
- ☐ A list of Children not allowed on Social Media.

Attach to Excursion Information Pack, with permission slips etc.