

EXCURSION POLICY

Overview:

Treetops Early Learning Centre recognises the opportunities for learning that excursions outside the licensed premises can provide for our tamariki and whānau, strengthening connections with the local and wider community. The inherent risks involved in outings and excursions from the licensed premises must be managed to uphold the safety and well-being of tamariki.

Purpose:

- To ensure that any outings / excursions are well planned and staffed appropriately.
- To ensure that the needs of tamariki not participating in planned excursions are met
- To support the use of excursions to enhance the services curriculum, through evaluation and regular review.

Definitions:

Excursion: Being outside the licensed premises whilst receiving education and care from the service; does not include an outing for the purposes of emergency evacuations, drills or the receipt of urgent medical attention.

Regular Excursion: Excursions that are an ongoing part of the centre routine and programme. Whānau give written permission for their tamariki participation at the time of enrolment; risk assessment can be a plan or update of a previous assessment. This includes spontaneous outings to pre-approved locations, a list of which is to be displayed or made available to parents.

Special Excursion: Not a regular excursion. A specific written permission and risk assessment and management plan is required prior to each outing

Person Responsible: Refers to the qualified kaiako who is taking this role when the children are outside the licensed premises.

Guidelines:

- Kaiako will decide with input from whānau / tamariki as to trip destinations and for special excursions, approximate dates.
- When tamariki leave the premises on a regular or special excursion, the excursion must be approved by the Centre Manager.
- No tamariki may attend an excursion without prior written permission including the proposed ratio, from a parent / whānau (refer Appendix 2). This must be completed and approved by the Centre Director before permission is sought from whānau.
- Prior to the approval of an excursion, the person responsible will visit the trip venue, assess the site and record any potential hazards (refer Appendix HS (xiii) risk identification sheet). Assessment and management of risk is undertaken, and adult to child ratios are determined accordingly.
- Management of toileting / nappy changing of tamariki must be included in the planning of any excursion with regards to: availability / location of toilets; privacy / access by members of the public; and handwashing facilities
- Notification of a Special Excursion will be issued approximately 2 weeks in advance, both verbally and in a newsletter and will also be displayed on parent noticeboards.

- Permission for special excursions will include the 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 sighted and be driven by a licensed owner.
- When using private motor vehicles for an excursion, two adults (one of whom must be a police vetted staff member or volunteer) must be present unless the driver is only transporting their own tamariki.
- All tamariki must be secured in appropriate car seats, as required by Land Transport legislation, when travelling by motor vehicle.
- There will be a minimum of two kaiako on any excursion, with one holding the position of Person Responsible. At least one kaiako attending any excursion will hold a current First Aid Certificate. If a tamariki is injured, any required first aid is administered or supervised by a kaiako meeting these requirements.
- The Person Responsible for the excursion will take a fully charged cell phone on all excursions and the phone number will be recorded in the excursion log.
- Tamariki will wear a tag/sticker with the centre's name and phone number displayed.
- Kaiako 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. This roll must include kaiako and whānau names and must be kept on file along with permission slips and risk identification.
- Kaiako will record a 'T' on the booking sheet next to each child's name who is attending the trip.
- Kaiako will record in the excursion log what time they leave the Centre, What route is to be taken and their expected time of return.
- Consideration must be given to the comfort and wellbeing of the tamariki on the excursion and additional items to be taken including but not limited to water, food, weather protection, spare clothes, nappies and wipes (for washing hands).
- No smoking or vaping is permitted on any excursions.
- A trip evaluation will be completed with input from all kaiako on the excursion after the excursion has taken place.

Ratios:

	Under Twos	Over Twos
Hikoi	1:3	1:6
Car Excursions	2:3 (Min 2 adults per vehicle)	2:3
Car Excursions (minivan or SUV) - depend on number of safe seats	2:10	2:10
Bus Excursions	1:2	1:4
Venues where tamariki will be in or around unfenced water	1:2	1:2

Documentation required: (to be kept for current year plus one additional year)

A record of excursions that includes:

- The names of adults and tamariki involved;
- The time and date of the excursion;
- The location and method of travel;
- Assessment and management of risk;
- Adult: child ratios;
- Evidence of whānau 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.

HS17 When children leave the premises on an excursion:

- assessment and management of risk is undertaken, and adult:child ratios are determined accordingly. Ratios are not less than the required adult:child ratio;
- the first aid requirements in criterion HS25 are met in relation to those children and any children remaining at the premises;
- parents/caregivers have given prior written approval to their child's participation and of the proposed ratio for:
 - i. regular excursions at the time of enrolment; and
 - ii. special excursions prior to the excursion taking place; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.

When children leave the premises on a regular or special excursion, the excursion must be approved by the Person Responsible.

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 regular excursions;
- 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.

HS18 If children travel in a motor vehicle while in the care of the service:

- each child is restrained as required by Land Transport legislation;
- required adult:child ratios are maintained; and
- the written permission of a parent of the child is obtained before the travel begins (unless the child is travelling with their parent).

DOCUMENTATION REQUIRED:

Evidence of parental permission for any travel by motor vehicle. In most cases, this requirement will be met by the excursion records required for criterion HS17. However, services that provide transport for children to and/or from the service must also gain written permission from a parent upon enrolment.

Health and safety practices criterion 17

Whenever children leave the premises on an **excursion**:

- assessment and management of risk is undertaken, and adult:child ratios are determined accordingly. Ratios are not less than the required adult:child ratio;
- the first aid requirements in **critterion HS25** are met in relation to those children and any children remaining at the premises;
- parents have given prior written approval to their child's participation and of the proposed ratio for:
- regular excursions at the time of enrolment; and
- special excursions prior to the excursion taking place; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.

When children leave the premises on a regular or special excursion, the excursion must be approved by the Person Responsible.

Adult to child ratios when taking children on outings

At least the same ratio of adults to children as shown in the Tables above must be maintained when on outings and for any children remaining at the centre. Before [taking children on outings](#), centres are also required to undertake an assessment and management of risk and determine adult-child ratios according to the assessment. It may be that an assessment carried out by the centre of the risk (e.g., of taking children to a stream at a park) determines that the numbers of adults to children should be better than the minimum legal requirements, but this is at the centre's discretion.

RISK ANALYSIS AND MANAGEMENT SYSTEM (RAMS) FORM

Please complete and submit this form along with the Special Excursion Application Form and Permission Slip to CD. Use the example at the back of the Excursions Policy for guidance

Read the attached Appendix 1 RAMS information sheet to assist in the completion of this form. Part A is completed prior to the trip/visit and Part B within 2 days of completion of trip/visit.

TODAY'S DATE: _____ Proposed activity _____ Mode of
 Transport _____

/ / Location _____ Date of Activity _____

Person Responsible _____ RAMS Prepared by _____

Rooms Involved _____ Total No. of Tamariki _____

Kaiako Involved _____ Cellphone & contact name _____

Number of other Adults required _____ Ratio 1: _____

PART A – PRIOR TO TRIP

THINGS THAT COULD GO WRONG eg accident injury	WHAT COULD CAUSE IT TO GO WRONG eg people, equipment, environment	RISK MANAGEMENT How could you prevent it from going wrong eg people, equipment, environment	WHOSE RESPONSIBILITY IS IT?	WHEN / WHERE WILL IT BE DONE	EMERGENCIES What will you do if things do go wrong? Eg people, equipment, environment
e.g. children getting lost	e.g. Not staying with group and adult minder at all times	e.g. Rules and expectations clearly explained to the children e.g. Smaller supervised groups with correct adult to child ratio.	e.g. All Adults e.g. Classroom Teacher to make sure all adults and children are informed and children know who to stay with.	e.g. Newsletters to go home to all adult helpers so they know guidelines. e.g. Expectations reinforced to the children before the trip and again on arrival.	e.g. classroom teacher/ experienced adult to take charge and find the child. e.g. Cell phones to be used to communicate between adult helpers until a child is found.

THINGS THAT COULD GO WRONG eg accident injury	WHAT COULD CAUSE IT TO GO WRONG eg people, equipment, environment	RISK MANAGEMENT How could you prevent it from going wrong eg people, equipment, environment	WHOSE RESPONSIBILITY IS IT?	WHEN / WHERE WILL IT BE DONE	EMERGENCIES What will you do if things do go wrong? Eg people, equipment, environment
Tamariki get lost	Poor supervision	<ul style="list-style-type: none"> Ensure that that correct ratios are maintained at all times Ensure that every adult knows which tamariki they are looking after Ensure that tamariki are counted on a regular basis and signed off at regular intervals 	Centre Manager & all kaiako	Counting tamariki on a regular basis both at the excursion and on return to Treetops	<ul style="list-style-type: none"> Each kaiako will have a cell phone and contact details for all tamariki One kaiako will go and look for the tamaiti while the others stay with the tamariki The Centre Manager will be informed.
Tamariki gets injured	Poor supervision	<ul style="list-style-type: none"> Ensure that all kaiako hold a current first certificate Ensure that there is a complete first aid kit within the group. Hold tamariki hands when crossing the road. 	Centre Manager & all kaiako	Have regular conversations with tamariki about appropriate behaviour in relation to walking, not running etc.	<ul style="list-style-type: none"> Ensure that there is a complete first aid kit within the group
Fire or natural disaster	Natural phenomena e.g Earthquake Tsunami	<ul style="list-style-type: none"> Ensure that each group has a cell phone and contact details for each tamariki 	Centre Manager & all kaiako	Roll call immediately following natural disaster.	<ul style="list-style-type: none"> Within the group kaiako will have a cell phone and contact details for all tamariki
Tamariki gets left behind	Lack of supervision	<ul style="list-style-type: none"> Count all the Tamariki at regular intervals during the trip; before we leave the centre, before we enter the excursion area and before we leave. Ensure that correct ratios are maintained at all times 	Centre Manager & all kaiako	Tamariki to be counted at regular intervals Ratios maintained at all times	<ul style="list-style-type: none"> Within the groups there will be a kaiako will a cell phone and contact details for all tamariki
Toileting	Tamariki needing to go to the toilet	<ul style="list-style-type: none"> Ensure that all tamariki go to the toilet before leaving Treetops Ensure spare clothes are packed At no time will tamariki be sent to the toilet or to be changed on their own. 	Centre Manager & all kaiako	Tamariki will be taken back to the centre if required.	<ul style="list-style-type: none"> Kaiako within each group will have change of clothes in case needed
Weather conditions – hot or cold	Sudden change in weather, rain or very hot sun.	<ul style="list-style-type: none"> Ensure that all tamariki have a named sun hat as well as warm jumpers in case the temperature changes 	Centre Manager & all kaiako	Kaiako will assist children where necessary.	<ul style="list-style-type: none"> Carry some spare clothing. Ensure all tamariki are sun blocked
Drowning or near drowning near water	Poor supervision	<ul style="list-style-type: none"> Maintain ratios of 1:2 near water Kaiako will have “eyes on children” at all times when they are near the water 	Centre Manager & all kaiako	Kaiako will have constant supervision of tamariki at all times.	<ul style="list-style-type: none"> All kaiako hold a current first aid certificate and are confident in CPR. Kaiako will know where emergency phones are and have cell phones at all times to call 111 if required. Whānau will be informed immediately about any incidents in or around water.
Tamariki gets injured on a playground	Poor supervision Unsafe play equipment	<ul style="list-style-type: none"> Tamariki will be fully supervised on all play equipment at all times. Kaiako will check play equipment before allowing tamariki to play. All Kaiako hold a current first aid certificate. 	Centre Manager & all kaiako	Have regular conversations with tamariki about appropriate behaviour in relation to climbing, playing etc.	<ul style="list-style-type: none"> All kaiako hold a current first aid certificate and are confident in CPR. Kaiako will know where emergency phones are and have cell phones at all times to call for help if required. Whānau will be informed immediately about any incidents or accidents. Kaiako will carry a first aid kit at all times.

<p>Tamariki encounter a person who may be dangerous</p>	<p>Poor supervision</p>	<ul style="list-style-type: none"> • Ensure that that correct ratios are maintained at all times • Ensure that every adult knows which tamariki they are looking after • Ensure that tamariki are counted on a regular basis and signed off at regular intervals • Ensure that no strangers interact with tamariki unless with direct supervision from the person in charge. 	<p>Centre Manager & all kaiako</p>	<p>Have regular conversations with tamariki about appropriate behaviour in relation to meeting new people and interactions with others</p>	<ul style="list-style-type: none"> - If any persons that could be potentially dangers are encountered, kaiako will immediately shift tamariki to a safe space. - Should concerns remain, kaiako will ensure all tamariki are supervised whilst seeking help or calling 111 if required. - The Centre Manager will be informed.
<p>Tamariki encounter animals (eg dogs) that pose a risk to safety</p>	<p>Poor supervision Unrestrained animals</p>	<ul style="list-style-type: none"> • Ensure that that correct ratios are maintained at all times • Ensure that every adult knows which tamariki they are looking after • Ensure that site check is completed and kaiako remain aware of any potential risks to tamariki 	<p>Centre Manager & all kaiako</p>	<p>Have regular conversations with tamariki about appropriate behaviour in relation to animals that they may encounter during excursions.</p>	<ul style="list-style-type: none"> - All kaiako hold a current first aid certificate and are confident in first aid. - Kaiako will know where emergency phones are and have cell phones at all times to call for assistance or 111 if required. - Whānau will be informed immediately about any incidents involving their tamariki - The Centre Manager will be informed.

RAMS INFORMATION SHEET

The following are some of the common risk management strategies used. The purpose is to allow maximum fun / learning, yet minimising risk of injury. In all circumstances, reasonable care is expected. The kaiko maintain control, authority and responsibility. This is supported by a targeted whānau assistance. Whānau on special excursions are given instructions prior to, and during the trip. For both safety and trip continuity, instructions given to whānau by staff must be stringently followed.

The excursion policy clearly designates the required adult: child ratio. Decisions will be made at the time within any excursion context where variation is necessary to enhance the overall safety of the children, or to accommodate any special circumstances that may arise.

IMPORTANT: Below is a 'generic list' which shall apply to all excursions. Kaiako are required to strictly adhere to the risk management strategies listed. For trips involving any additional danger or special circumstances, a supplementary risk management form must be completed. The need for this is identified as part of the trip application / approval process.

ACTIVITY / SITUATION
<ul style="list-style-type: none"> ● Injury by bus/car/machinery ● Car/Bus accident ● Drowning ● Injury by falling, collision ● Getting lost/separated/wandering away from group ● Sunburn ● Medical event e.g. allergic reaction, severe asthma ● Emotional distress (e.g. separation from parents) ● Damage to property and/or environment

CASUAL FACTORS	RISK MANAGEMENT STRATEGIES
<p>PEOPLE</p> <ul style="list-style-type: none"> ● Tamariki not adequately supervised ● Tamariki/whānau unaware of normal procedures and safety routines ● Tamariki straying from group/out of bounds/restricted area ● Unsuitable clothing or equipment <p>EQUIPMENT</p> <ul style="list-style-type: none"> ● First Aid accessible ● Tamariki inadequately supervised around equipment ● Faulty equipment ● Tamariki getting on/in equipment ● Improper use of equipment/sports gear ● Unsuitable clothing or equipment 	<p>PEOPLE</p> <ul style="list-style-type: none"> ● Tamariki in groups according to adult: pupil ratio ● Each group was assigned an adult ● Each adult has a list of tamariki they are supervising ● Adults briefed beforehand on procedures and guidelines discussed and are informed ● A central place is arranged as a meeting place ● Supervision is continuous and through ● Excursion application checklist is completed ● List taken of all tamariki with medical conditions, and check made prior to departure of any necessary medical treatment/supplies ● Adult helpers have signed the whānau/Support person Code of Conduct ● Permission Slips have been collected. ● Support people completed transport sections if applicable <p>EQUIPMENT</p>

ENVIRONMENT

- Special care and safety in the environment not discussed with whānau/Tamariki
- Sunshades not utilised
- Water
- Hazards such as glass, insects

- Tamariki/whānau/kaiako stay within designated areas
- No one to touch equipment/exhibits without express permission from the kaiako
- Tamariki checked for suitable clothing/gear
- First Aid checked and accessible at all times
- Mobile telephone is accessible at all times

ENVIRONMENT

- Care and safety rules about the environment are discussed and close supervision means the expectations are followed
- All tamariki to wear suitable clothing/footwear
- Use of sunhat, sunblock and appropriate clothing modelled and reinforced
- Shade areas sought and used

RISK MANAGEMENT STRATEGIES - EMERGENCIES

- First Aid is administered
- Mobile phone and emergency contact numbers are available
- CD/CM is informed
- Tamariki brought to common meeting place
- Roll call made by kaiako; Kaiako control all situations, whānau helpers to assist upon kaiako request

POLICIES AND GUIDELINES RECOMMENDED

- All problems/potential problems or dangers to be brought to the kaiako attention
- All proposed changes of plan to be discussed with kaiako
- Kaiako to retain authority and control
- Tamariki to be grouped by the kaiako; One adult helper designated for each group

SKILLS REQUIRED BY STAFF

- Pre-visit required by Person in Charge
- First aid experience by at least one teacher
- Leadership skills
- Communication skills