

Excursion Policy and Procedures



Licensing Criteria: Health and Safety HS17, HS18 HS25

Rationale

To have effective procedures in place to ensure the safety of tamariki, kaiako and whānau on Kindergarten excursions in relation to the Education (Early Childhood Services) Regulations 2008 HS17. We value the provision of a variety of experiences beyond the kindergarten to deepen children's understanding and awareness of the world around them and to strengthen connections with their local rohe and wider community.

Objectives

- Assessment and management of risk is undertaken, and clear methods of communication are established and maintained to promote the safety of everyone during excursions.
- Opportunities are provided for tamariki to explore their local rohe and beyond where their connections with the natural world will be strengthened, their interests extended and their curiosities evoked as they explore both familiar and unfamiliar environments.

Definitions:

Regular Excursions: These are excursions that are undertaken on a regular basis to the same place e.g The Redwoods exploration area and the chicken area at the back of the kindergarten. Written signed permission is sought from whānau in the enrolment form for regular excursions and they are made aware of the adult to child ratio prior to giving their permission.

Special Excursions: One off excursions have been planned by kaiako in advance, have links to the curriculum and have had assessment and management of risk planned for before the excursion takes place.

Procedures

- Excursions should be regularly planned as part of the kindergarten's programme to provide quality learning experiences for tamariki and support them to meet learning outcomes.
- Parents may be asked to meet the cost of excursions. Notice will be given of any cost involved. No child will be excluded on the basis of financial hardship.
- Kaiako will ensure a risk assessment is carried out using the risk assessment form and recorded before all excursions take place to manage risk and ensure safety of all involved. A risk assessment is provided below for going on the regular excursion to The Redwoods area and other areas of the farm.
- Ratios will be maintained during excursions at all times that adhere to the requirements within the early childhood regulations. Kaiako may decide a greater number of adults are required to attend for specific planned excursions based on the information gathered in the risk assessment. Specific ratios will be confirmed to families before each excursion takes place and before signed permission is sought.
- For special excursions written permission will be sought from whānau in advance. This permission will inform whānau of the day, times, event, location, means of travel and adult:child ratios will be clearly specified. A risk assessment will be completed and whānau will be notified of this prior to parental permission being sought. For regular excursions parental permission is gained in the enrolment form and whānau are made aware of the adult to child ratio. All documentation related to regular and special excursions will be kept in the excursion folder in google docs.
- The excursion backpack will be taken on all excursions and it contains: a first aid kit, an ice pack, wet wipes, nappies (if required), tissues, change of clothes, reusable bags, medication, drinking water (if required), a pen and a notebook, and whistle.
- Kaiako will take the kindergarten mobile phone with them on all excursions and ensure the number has been provided for whānau prior to the excursion taking place. This supports having communication systems in place to ensure parents of children know where their children will be at any given time. Provisions will be planned for if the excursion will not be in cell phone coverage e.g. having access to a landline. All other provisions for the trip are planned including the need for food, water, sunscreen, sunhats, jackets etc...
- Any medication required by specific tamariki will be taken on excursions eg. EpiPen, inhalers and antihistamine. This medication will be kept in the excursion bag and kept with a kaiako at all times.
- Kaiako will ask for whānau support for excursions as required and give as much notice as possible. Kaiako will inform whānau and/or students about the risk assessment prior to commencing the excursion. This will be done via email or hard copy and reinforced through a verbal briefing prior to departure.

- Student Kaiako are expected to be familiar with the Excursions Policy and Procedures.
- Kaiako will have a list with them of all individuals attending and conduct regular roll calls and head counts while out on all excursions.
- Kaiako will record on the whiteboard anytime they depart for a regular excursion. This will specify the names of adults and children involved, where they have gone, contact cell phone number and the time they left. Kaiako will take a photo of the whiteboard as evidence of who is taking part in the excursion. This will then be uploaded into the excursion folder in google docs.
- Kaiako will not deviate from the planned outing route, unless this route becomes unsafe.
- The first aid requirements in criterion HS25 are met throughout all excursions and all permanent Kaiako will hold a current first aid certificate. They will be the ones to administer first aid to the child unless there is an individual more suitable qualified e.g. An ambulance officer.
- The person responsible is required to hold a current First Aid Certificate and early childhood certification.
- Should children need to travel by private motor vehicle, they will only do so in a car seat secured by a seat belt that complies with the requirements under the Vehicle Equipment Rule and other Land Transport Rules made under the Land Transport Act 1998. The adult driving shall hold a current full driver's license and the car will have a current warrant of fitness and registration.
- Kaiako are encouraged to do a site visit when planning an excursion to an unfamiliar destination.
- An excursion form is completed for all excursions that take place and approved and signed by management. This form will include...
 1. The date of excursion.
 2. The name of Kaiako organising the excursion.
 3. Kindergarten mobile number.
 4. Excursion venue details and contact number.
 5. Start and end time of excursion.
 6. Mode of transport.
 7. Transport company if applicable.
 8. Number of kindergarten children attending excursion.
 9. Number of siblings attending if appropriate.
 10. Excursion costs
 11. Purpose of excursion and learning outcomes that will be met.
 12. Cancellation details.
 13. The adult to child ratio.
 14. Management signatures. This form will be supported by a risk management assessment, parental permission and accompanied by a list of the names of

all children and adults attending the excursion. All documentation related to any excursions that take place will be kept in the excursion folder.

If a child is lost:

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- Stay calm, alert and focused.
- Call loudly for the tamaiti.
- Inform the person responsible.
- Summon all tamariki to a central gathering space by blowing the rescue whistle, located in the backpack, loudly.. Ensure one kaiako remains with the group while other teachers/adults begin searching for the child
- If a child cannot be located within ten minutes ring 111 to inform the police and phone the parents.
- If people remain at the kindergarten phone them to let them know the situation.
- If a tamaiti or kaiako are injured on an excursion, and medical attention is required, an ambulance must be called immediately.

Regular Excursion- The Redwoods exploration site and surrounding farm areas including the chicken area at the back of the kindergarten

Risk assessment for regular excursions to The Redwoods (Adjoining property to The Redwoods Country Kindergarten over the bridge where there is a stand of Redwoods trees).

Mode of travel-Walking

Locations-The Redwoods exploration area and surrounding whenua around the kindergarten

Risks at the Redwoods exploration area and surrounding walking areas on the farm.

- Animals in adjacent paddocks.
- Wide open space to leave the group.
- Uneven surfaces.
- Climbable fences

- No permanent toilet facilities
- Loose parts e.g. sticks, bricks etc
- Stream at the side of the property

Mitigation

- Before leaving to go to the Redwoods a safety talk will be held with kaiako and children to remind them of our expectations and how to remain safe.
- When walking over to The Redwoods one Kaiako will be at the front and one at the back.
- Only adults open any gates at The Redwoods Country Kindergarten and this is reinforced to tamariki. The first Kaiako leading the group will open the gates and the last Kaiako at the back of the group will ensure they are securely shut.
- Tamariki are not allowed to climb on any boundary fences or gates.
- Monitor animals 'dispositions' and 'attitudes' towards tamariki and move children away from boundary fences if necessary. Discuss with tamariki and role model care and respect for animals to promote gentle interactions.
- Constant scanning and supervision. A culture of keeping ourselves safe is always maintained through discussion.
- Tamariki must stay within the group.
- A portable camping toilet will be available in the shed located in the Redwoods area for anyone needing it. This alleviates the need for one kaiako to take one or more children back to the kindergarten to use the toilet facilities.
- Encourage tamariki to be observant of where they are walking and of their surroundings.
- Encourage purposeful and engaged play with the loose parts.
- Having a visual boundary that children know they must not cross e.g. coloured rope.
- When near the stream always have one adult in close proximity to the stream at all times to ensure children do not go near it unsupervised.
- Appropriate adult:child ratios that meet the needs of any specific group or tamaiti.
- Consideration of group dynamics and individual needs.
- Consider timing. Eg when is stock being moved, heavy rain.
- Take a first aid kit, water and a mobile phone.
- Take a list of tamariki participating. Do regular roll calls and head counts.

Procedures for visiting The Redwoods:

1. Two employed Kaiako will always go on excursions to The Redwoods with a ratio of 2:20. Other adults such as parents and student teachers will be encouraged to attend if and when available.
2. A sign will be permanently displayed on the wall by the whare door explaining that the group have gone off on a regular excursion around the farm. It will include the kindergarten cell phone number so kaiako are contactable at all times. Kaiako will

take a photo of the name whiteboard with the kindergarten cellphone as evidence of who is attending the excursion. Kaiako will need to write on the whiteboard the number of children, names of kaiako on the excursion, where the excursion is taking place, time excursion took place and the person responsible will need to sign the board as evidence of approval given. Photos are uploaded to Gdocs as evidence each term

3. The kindergarten cell phone will be taken to ensure Kaiako are contactable throughout the excursion.
4. Kaiako will follow all other procedures outlined in the excursion procedure.

Risks at the chicken area at the back of the kindergarten:

-Steep and sometimes slippery wooden steps for walking up and down to a concrete area.

Yes- slippery

-Chicken wire around base of coop may have some sharp points protruding so tamariki need to be careful if climbing up to get eggs.

-Wood shed has a high stack of firewood

-Shed adjacent to woodshed contains a lawn mower and other tools/ planks of wood

Mitigation:

-Encourage children to step up and down carefully and support them on the steps if necessary.

-Children are not allowed to be in and on the wood pile.

-The door of the lawnmower shed is kept closed and out of reach of children at all times.

Signed by the person responsible.....

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Review

Policy will be reviewed annually as per our review schedule or when a change is required.

Ratified	
Date	June 2022
Review Date	June 2024
Consultation undertaken	Yes

References

- Te Whāriki Early Childhood Curriculum 2017
- Education (Early Childhood services) Regulations 2008 Reg 46
Licensing Criteria for Early Childhood and Care Services 2008