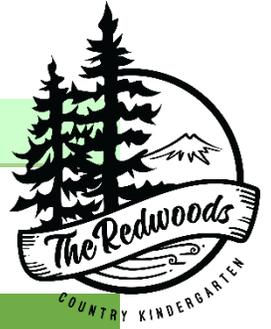


Excursion Policy and Procedures



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 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 rohi 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 area. Written signed permission is sought from whānau in the enrolment form for regular outings 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.
- 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 excursions will be kept in the excursion folder.
- The excursion backpack will be taken on all excursions and it contains: a first aid kit, wet wipes, nappies (if required), tissues, change of clothes, reusable bags, medication, drinking water, a pen and a notebook.
- 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 **Excursion Sheet** next to the sign-in tablet anytime they depart for an excursion (this includes on regular excursions). The Excursion Sheet will specify the names of adults and children involved, where they have gone, contact cell phone number and the time they left. The return time will be recorded when the group returns. If the whole group is attending the regular excursion kaiako will take a photo of the name whiteboard as evidence of who is taking part in the excursion. This will then be uploaded into the excursion folder.
- 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.
- Gather as a group while one adult looks 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

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).

Risks:

- Falls
- Stream at the side of the boundary
- 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

Mitigation

- Before leaving to go to the Redwoods a safety talk will be held with kaiako and children to remind 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. The children will be encouraged to hold a friend's hand and walk in a line.
- 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.
- Having 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. Kaiako will fill in the Excursion Sheet next to the sign in tablet so whānau know where their children are if they arrive at the kindergarten. This will state the names of children and adults attending, where they have gone, contact cell phone number and the time they left. The return time will be recorded when the group returns. Kaiako will take a photo of the name whiteboard as evidence of a list of who is attending the excursion and this will be taken with the kaiako on the excursion.

3. The kindergarten cell phone and tablet will be taken to ensure Kaiako are contactable throughout the excursion and any families arriving early will need to approach the Kaiako to sign out their child on the tablet.
4. Kaiako will follow all other procedures outlined in the excursion procedure.

Review

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

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|-------------------------|-----------------|
| Ratified | |
| Date | 30th April 2019 |
| Review Date | |
| Consultation undertaken | |

References

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