



ALEXANDRA CHILDCARE CENTRE (1995) INC.

EXCURSIONS PROCEDURE

1. On enrolment, the parent/caregiver gives written permission for their child to participate in outings (walks) near the Centre. This area is bounded by The Pines; Rail Trail; Ngapara Street; Tarbert Street; Centennial Avenue.
2. Risk assessment and Management plans will be undertaken before any planned outing or excursion, signed by a person responsible and then forwarded to the Board of Governance for approval.
3. *Industrial Visits:* Contact will be made with the workplace regarding the requirements of a visit by pre-schoolers, i.e. OSH, prior to the Centre undertaking such an excursion.
4. For specific activities/excursions, including those which may require transport, parents are required to give separate written approval of their child's participation, and a staff member is required to fill out a hazard management form.
5. Transportation requirements are to meet the requirements of the Education (E.C.E.) Regulations 1998 (clause 27)/Regulation 2008 HS18 and the NZ Traffic regulations 1976. All children travelling in a motor vehicle is to be in an approved car restraint. There must be at least two adults in any vehicle carrying more than three children.
6. When children leave the premises on a regular or special outing or excursion the outing or excursion must be approved by the Person Responsible. Parents will also be encouraged to participate.
7. One teacher can take a maximum of five children over two on an outing or excursion. The person responsible will ensure that Early Childhood requirements are being met. Spontaneous outings involving five or less children must be approved by the Person Responsible. The adult/child ratio for children over two is 1:5 and 1:2 for children up to two. If near water, adult/child ratio to be 1:1.
8. A list of children on the excursion is compiled with one copy to accompany the excursion and another copy to remain at the Centre. Children going on an excursion will be highlighted on the day sheet. Children that remain at the Centre are also noted. On return to the Centre, the master roll is rechecked.
9. A mobile phone, first aid kit, sunhats, drinking water and individual cups, and if required, medication is to accompany excursions. A staff member accompanying the excursion, and a staff member left at the Centre are to hold a current first aid certificate.
10. In most cases children participating in an excursion will leave from and return to the Centre. Parents may choose to take their own child to the location of the excursion.
11. If all Centre children and staff are on an excursion, a note is left on the front door giving details of the excursion. Our telephone "message minder" for incoming messages will be cleared on arrival back at the Centre.

DATE REVIEWED	DATE NEXT REVIEWED
November 2020	2023
October 2023	2026