**Excursions Policy**

**RATIONALE:**

To ensure the safety in and around vehicles while travelling on a planned Centre excursion. Planned excursions stimulate children’s understanding and awareness of our community and can be beneficial in the extension of current learning/interests of children. It is essential that these excursions are planned and carried out in a manner that promotes safety for any teachers and children involved.

**TE WHĀRIKI**

Belonging – Goal 1. Children and their families experience an environment where connecting links with the family and the wider world are affirmed and extended

**PURPOSE:**

To promote children’s learning about and within the community and to ensure safety to all staff and children whilst on excursion travelling in a vehicle.

**PROCEDURES:**

* Parental permission for transportation of children to be recorded in enrolment form
* Each child to be in an age appropriate and safety approved car seat
* Each child seat is to be installed into vehicle according to safety regulations specific to the car seat
* Adult/child ratio of one adult to three children to be maintained at all times whilst travelling in vehicle
* Vehicle must have a current Warrant of Fitness and registration
* One qualified teacher and current First Aid holder to be present on each excursion
* RAMs form and Vehicle Travel Excursion Planning Form to be completed by teacher responsible for trip in consultation with other excursion attending adults and approved by management
* All drivers of vehicles must be fully licenced and over the age of 18 years
* A first aid kit, any essential medication, cell phone and all necessary supplies are taken on all excursions.
* Teachers will not deviate from the planned outing route, unless the route becomes unsafe.
* All planned outings will be displayed on the whiteboards within the centre.

**CONSULTATION:**

With who? How? By when?

Consultation:

* Who? Families/whanau
* How? Written and discussion
* When?

Date: Feb 2018

Review: Feb 2020