



Excursion Policy

Rationale:

Excursions into the community promote children's awareness and understanding of the community they live in.

Forest excursions in particular provide opportunities to strengthen children's connections with nature and understanding of local habitats, wildlife, flora and fauna.

It is essential that these excursions are planned for and carried out in a manner that ensures the safety of all involved.

Links to Te Whāriki:

Principle 3: Family and Community | Whānau tangata

The wider world of family and community is an integral part of early childhood curriculum.

Strand 2: Belonging | Mana whenua

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

Learning outcome: Over time and with guidance and encouragement, children become increasingly capable of making connections between people, places and things in their world.

Strand 4: Exploration | Mana aotūroa

The child learns through active exploration of the environment.

Types of excursions:

Definitions from the Licensing Criteria for Early Childhood Education & Care Centres 2008:

- Excursion is defined in the as "being outside the licensed premises while receiving education and care from the service; but does not include an excursion for the purposes of emergency evacuations, drills or the receipt of urgent medical attention.

- Regular excursions are defined as an “excursion that parents have agreed to at the time of their child’s enrolment, that are part of an ongoing planned and consistent routine of education and care”. At Akoranga Preschool this covers excursions within a comfortable walking distance to local destinations e.g. road works, supermarket, parks, schools.
- Special excursions are defined as an excursion that parents have agreed to prior to the excursion taking place, that are not a regular excursions. At Akoranga Preschool, all excursions requiring vehicular transport will be considered special excursions.

Procedures:

Planning and Risk Management

- The Excursion Planning Form (plus Special Excursion Planning Form for special/vehicle excursions) will be used to plan the excursion including details of:
 - Date and time
 - Destination
 - Route to destination
 - Emergency meeting place
 - Names of teachers leading the excursion
 - List of children and other adults attending
 - Emergency contact phone numbers for all children and adults attending
 - Risk Assessment and Management Plan (RAM)
 - Intended learning outcomes
 - Mode of transport used, Vehicle registration numbers, Driver names, Driver licence number/expiry
 - Child restraint requirements
 - Evidence of parental permission (for special excursions)
 - Signature of Person Responsible at the centre for the duration of the excursion
- Risk Assessment and Management (RAM) plan will be completed for each excursion
 - See template attached – contents are general hazards/risks only. Hazards/risks specific to each excursion location (e.g. swimming pool, farm machinery shop) must be assessed and added to this form.
 - Where possible the excursion destination will be visited prior to the excursion to assess risk and hazards to be included in the RAM plan
- Teacher’s leading the excursion will ensure that the following items are packed and taken:
 - Copy of Excursion Management Plans and RAM Plan
 - Cell phone
 - First aid kit

- Clothing appropriate to the weather conditions (Akoranga wet weather gear available)
- Water and drinking cups
- Food (if over a routine meal time)
- Nappy changing supplies (if required)
- Individual medication and record forms (if required)
- Tablet or camera for documentation
- The Excursion Planning Checklist will be completed prior to departure
- Measures to minimise and manage risk documented in the RAM will be followed throughout the excursion, including but not limited to:
 - Adults briefed on responsibilities and safety (RAMs) prior to departure
 - Children briefed on safety rules and expectations prior to departure
 - Children wearing high visibility vests/jackets
 - Adults actively supervising children at all times
 - Clear instructions given
 - Regular head counts/roll calls
- If an emergency situation arises, the management procedures documented in the RAM plan will be followed
- To ensure inclusivity and fairness a record of children's attendance on excursions will be kept with excursion documentation and monitored.

Ratios

- Adult:Child ratio for regular and special excursions will not be less than 1:5
- Adult:Child ratio for excursions in the Akoranga van will not be less than 2:7
- These ratios are in excess of the government ratios to account for additional risk management
- Consideration will be given to increasing ratios further if risk assessment management plan indicates the need (e.g. near water)
- At least two teachers must attend each excursion - one qualified/registered teacher and one current first aid holder (this can be the same person)
- Where appropriate parents and whānau will be invited to attend excursions and may be counted in ratio (following guidelines in Child Protection Policy)
- Ratios need to include all children on the excursion not just those enrolled at the centre e.g. siblings
- Adult:child ratios, qualified teacher and first aid requirements must continue to be met for all those remaining at preschool

Transportation

- Vehicles used for transportation must hold current registration and warrant of fitness
- All drivers must be over the age of 18 and hold a current full drivers licence for the class of vehicle being driven
- There must be at least two adults per vehicle and ratios must be maintained, unless a parent is only transporting their own children
- As per the New Zealand Land Transport Act 1998, and Land Transport (Road User) Rule 2004, the driver must ensure that each child travels in an age/size appropriate child restraint that has been installed into the vehicle according to safety regulations specific to that car restraint
- The Akoranga Preschool van is considered a private vehicle and children will be restrained accordingly:
 - Parents will be informed of the weight and height restrictions for the Akoranga Preschool van child restraints and asked to confirm that these are suitable for their child
 - User manual for Akoranga Preschool child restraints will be available in the van
 - If the Akoranga Preschool child restraints are not suitable for a child the family may be asked to provide one (and the instructions to install it in the van), or may be asked to transport the child in their own vehicle
- If public transport is used, the appropriate child restraint guidelines will be followed
- Under no circumstances will a child travel in the front seat of a vehicle

Permission/Communication with whānau

- Written signed permission is to be gained by parents for regular walking excursions at the time of enrolment
- Parents will be notified via Storypark that their child attended a regular walking excursion as soon as is practicable
- Written signed permission from parents for special/vehicle excursions will be obtained as part of the planning process
- Parents will be notified via Storypark that their child is invited on a special/vehicle excursion with as much prior notice as is possible
- For special/vehicle excursions the Excursion Planning Form, Special Excursion Planning Form and RAM plan will be available to be viewed by parents prior to giving signed permission
- Following the excursion Kaiako will share learning outcomes from excursion with whānau via Storypark