



## **Community Excursions**

### **PRACTICE:**

- Teacher is responsible to plan excursion in consultation with staff using Excursion Planning Form and RAMs form
- Management to approve and sign Excursion Planning and RAMs forms
- Information/details concerning excursion trip to be displayed for staff and parents of Centre in a clearly visible place
- A copy of Excursion plan form to be carried on and referred to during excursion
- Staff/adults to be briefed on specific responsibilities prior to commencement of excursion. There must be 1 trained ECE trained teacher on all excursions.
- Cell phone, First Aid kit and Excursion Plan Form to be carried at all times. Other equipment necessary to health and wellbeing of children to be carried as required for specific needs eg. nappies, medication, spare clothing and clothing appropriate to weather conditions.
- Current First Aid certificate holder and qualified teacher and one other to attend excursion
- Current First Aid certificate holder and qualified teacher to remain behind on Centre premises for children remaining

### **CONSULTATION:**

With who? How? By when?

Consultation:

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

Date: Feb 2017