

EXCURSIONS POLICY

August 2017

Rationale:

Children attending Playcentre sessions are kept safe from harm while attending or travelling to or from any outing away from the centre premises.

Purpose:

- To ensure parents are kept informed of their children's whereabouts and give consent for their children to attend trips outside the centre premises during session times.
- To ensure the risks of the trip are assessed prior to the trip and adequate adult to child ratios are established in response to the identified risks or hazards.
- To ensure that the risks of the trip are reviewed on an ongoing basis during the trip and appropriate responses are taken if new risks identify themselves.
- To ensure there are adequate first aid facilities available to children on outings.
- To ensure that children are safe while travelling to or from any excursion outside the centre premises.

Procedures:

Notification

1. Notification of organised trips will be communicated to all centre families at least 2 weeks prior to the event.
2. If a duty team is aware that a quick outing during session time may be a possibility they should endeavor to inform parents by phone the day before.
3. If all adults and children leave the centre a notice will be placed on the door giving details of the trip, contact details and the expected return time.

Parent/caregiver consent

4. Parents/caregivers will be informed of the adult to child ratio for local outings upon enrolment and asked to sign their agreement to this for spontaneous outings in the local community. This agreement will be filed with the enrolment form. Any outing involving travel in a motor vehicle is not covered by this agreement.
5. Further written permission from the parent or caregiver of each child including approval of the ratio to be used and method of travel must be obtained prior to the start of all organised excursions.
6. If a child is not accompanied by their parent/guardian then written permission from the parent/guardian is required appointing a caregiver to accompany their child on the excursion.

Ratios/Supervision

7. An adult to child ratio of at least 1:3 must be maintained on any trip outside the centre including neighbourhood walks.
8. An adult to child ratio of at least 1:2 must be maintained on any trip near or on the water.
9. The centre may determine the need for a higher adult to child ratio than in points 7 & 8 above on any trip if they consider there is a high degree of risk to the children.

10. The adult to child ratio required to run a licensed session must be maintained for any children remaining at the centre.
11. At least 2 adults must accompany each group of children including children remaining at centre.
12. Should there be insufficient parents/caregivers available on the day of the excursion to ensure the determined ratio will be met then the excursion will be cancelled or postponed.
13. Written lists of children to be taken out of the centre should be made, one kept with the daily register at centre and one taken on the excursion.
(Please note that centre rolls should not leave the centre.)
14. Regular head counts/roll calls will be made during the excursion and on return to the centre.
15. Regular assessment of any risk to the children or adults, and any hazards will be made and appropriate action will be taken as required to keep everyone safe.
16. Children will wear labels giving the centre name and a contact phone number when on excursions. *(Please note that the NZ Police suggest that the child's name is excluded)*

First Aid/Health

17. An adult with a current first aid certificate must be present on the trip.
18. An adult with a current first aid certificate must be available for any children remaining at the centre.
19. A first aid kit, sufficient water, sun protection and any necessary medication will be taken on any excursions.
20. A smoke free environment will be maintained for the duration of any trip or excursion.

Travel

21. All children will travel in approved child restraints as required by clause 7.6 of the Land Transport (Road User) Rule 2004 if travelling in private vehicles.
22. If more than 3 children are travelling in one vehicle there will be 2 adults present.
23. The driver of any vehicle transporting children shall hold a current New Zealand driving licence to operate that vehicle type.
24. Any vehicle in which the children travel will hold a current warrant of fitness and registration.
25. The written permission of the parent of the child must be obtained before travel begins.

Relevant Regulations and References:

Education (Early Childhood Services) Regulations 2008 (Reg 46)
 Licensing Criteria for Early Childhood Education and Care Centres 2008 (HS 17 & 18)
 NSPA Child Protection Policy
 Licensing and Supervision Requirements (NSPA Oct 2005)
 NSPA Smoke-Free Drug-Free Policy (June 2004)
 Land Transport (Road User) Regulations 2004

Policy Accepted:	Association Meeting 21 August 2017
Review Date:	2019

Playcentre Excursion Consent



Trip Date and Time: _____

Place: _____ **Meet at:** _____

Excursion Planned by: _____ **(name/s)**

Safety briefing for children done by: _____ **at (when/where):** _____

Adult/Child Ratio to be used: *Please circle as appropriate* **1:1 / 1:2 near water / 1:3**
 (1:3 is the maximum ratio allowed on any trip, risk assessment must be undertaken when finalising the ratio to be used)

Method of Travel:

Please note: by signing your permission below you agree that if your vehicle is providing transport, it holds a current Warrant of Fitness and Registration and all children will travel in approved child restraints as per the Land Transport Regulations and Early Childhood Education Services 2008 Regulations HS17 and HS18. Refer excursions policy for more information.

***By signing this form parents/guardians agree they have read the risk assessment on the following page and if attending provide supervision as agreed. You are also giving permission for child/ren to attend this excursion and to the adult/child ratio and method of travel as stated.**

Child's Name	Name of parent or Buddy attending. <small>If parent not attending, include parent's contact phone number for the day</small>	Parent/Guardian's Signature <small>for approval of child's attendance</small>	Additional Info <small>e.g. V = vehicle available</small>

*Please continue on an additional form if necessary.

Risk Assessment and Management (“RAM”)

Complete a site-specific risk assessment and management plan for each site. Brief adults and children.

Destination:		
Date of Trip:		
Estimated Attendance (numbers)	Adults:	Children:
Adult Training Levels	Playcentre Course Levels Attending C4 C3 C2 C1 TR	First Aider/s:
Extra Assistance	Any children or adults who will need extra assistance during this trip (eg: mobility, buddy required etc)	
Transport/Logistics eg: Vehicles used		
Safety Briefing:	When: Where: By: Key Points:	

1. Risk or hazard	2. Management / control	3. Additional information
Missing child	<p>Ensure appropriate ratio, and that adults are providing supervision as agreed. Method of supervision (circle or highlight)</p> <p>a) Having planned groups with particular adults responsible for a group of 3 or less children. (eg: Adult with own child/ren and allocated buddy children) they conduct regular checks that their group is together</p> <p>b) Moving together as a whole group with nominated leaders ensuring children do not separate from the group. Whole group headcounts conducted regularly.</p> <p>Trip Requirement : Have children wear name badges with Centre name and a phone number (a number that will be answered during the trip)</p>	<p>Follow missing child procedure in event of missing child.</p> <ol style="list-style-type: none"> 1. Head count 2. Notify all adults 3. Assess where and when child last seen 4. Search venue (length of search will be determined by type of hazards) 5. Notify venue, police and parents (if not on site) 6. Advise Association on 4153321 7. REFER POLICY

1. Risk or hazard	2. Management / control	3. Additional information
Water Hazards: (including ponds, streams, beaches, pools, boat or ferry trips etc)	Which Ratio will be used? 1:2 (maximum near water) or 1:1 Will this ratio be maintained for the whole trip? Will children only be taken near the water hazard in smaller groups? Safety discussion with children before visiting site.	Ensure you state where the particular water hazard is: (e.g. pond (where located), beach) Boundaries of where people are allowed to go and have a mechanism to alert other adults if help is required (eg: whistle or buddy system)
Roads and car parks	Safety discussion with children before moving to the car park and/or road. Options for management include: Walking / No running Hand Holding Higher Ratio Use of Pushchairs/Carrier for infants/toddlers Hi-Viz	

Other examples of hazards may include off-leash dogs or other animals, the public / strangers, glass or dangerous materials, high equipment.

If attending a large venue or Council park or site, print their RAM forms from their websites and take those identified hazards and risks into account when carrying out your own RAM.