Excursion – Procedure PO125

This form is used to detail aspects of the excursion and to ensure all Policy and Procedures are followed.

This form will cover off

Description of planned excursion e.g. We will be taking a group of children to Santa's Forest in Meanee to collect a Christmas tree for the centre. Name of Excursion

When we are going on excursion : Include the date of planned excursion, time of departure and time of return.

How we are travelling: Include mode of transportation e.g. EIT vans, bus, walking etc.

The children will need: e.g. car-seats, sensible walking shoes etc.

Teachers accompanying children: teacher name(s)

Ratio of adults to children: The required ratio is

- 1:5 for excursions around EIT campus,
- 1:4 for excursions off campus and
- 1:3 for high-risk areas or children under 3 years of age

Whānau signatures : obtain signatures

Use the Form on page 2

Document information – Office use only	
Document Name	Excursion
Document Number	PO125
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Student and Academic Services
Developer	Supervisor Children Centre
Review Frequency	12
Last Review	5/12/2023
Next Review	5/12/2024
Related Items	Excursion Policy, QO125
Version history	New format July 2020 Migrated format March 2023

DESCRIPTION OF PLANNED EXCURSION

e.g. We will be taking a group of children to Santa's Forest in Meanee to collect a Christmas tree for the centre.

DATE & TIMES OF EXCURSION

Include the date of planned excursion, time of departure and time of return.

Monday, 20 December depart @ 9.30am, return approx. 3.00pm

HOW WE ARE TRAVELLING

Include mode of transportation e.g. EIT vans, bus, walking etc.

THE CHILDREN WILL NEED

e.g. car-seats, sensible walking shoes etc.

TEACHERS ACCOMPANYING CHILDREN

Teacher name (s)

RATIO OF ADULTS TO CHILDREN

- 1:5 for excursions around EIT campus,
- 1:4 for excursions off campus and
- 1:3 for high-risk areas or children under 3 years of age

Children's names: **Parent signature**

....

....

....

....

....