

Excursion – Policy QO125

1. AIM

To provide children of the Centre with opportunities to be involved in safe, well organised, experiences outside the Centre.

To ensure that connecting links with the family and the wider world are affirmed and extended. (Te Whāriki). This form is used to detail aspects of the excursion and to ensure all Policy and Procedures are followed.

2. SUPPORTING DOCUMENTATION

1. Te Whāriki mandates;

Children experience and environment where;

They are kept safe from harm

Connecting links with the family and wider world are affirmed and extended

2. The Licensing Criteria for ECE and Care Centres 2008 (amended 2026) mandates;

HS113 -When children leave the premises on an excursion:

- assessment and management of risk is undertaken, and adult: child ratios are determined accordingly. Ratios are not less than the required adult: child ratio;
- the first aid requirements in criterion HS119 are met in relation to those children and any children remaining at the premises;
- parents/caregivers have given prior written approval to their child's participation and of the proposed ratio for:
 - i. regular excursions at the time of enrolment; and
 - ii. special excursions prior to the excursion taking place; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.

When children leave the premises on a regular or special excursion, the excursion must be approved by the Person Responsible.

DOCUMENTATION REQUIRED:

A record of excursions that includes:

- the names of adults and children involved;
- the time and date of the excursion;
- the location and method of travel;
- assessment and management of risk;
- adult: child ratios;
- evidence of parental permission and approval of adult: child ratios for regular excursions;

- evidence of parental permission and approval of adult:child ratios for special excursions; and
- the signature of the Person Responsible giving approval for the excursion to take place.

HS114 -If children travel in a motor vehicle while in the care of the service:

- each child is restrained as required by Land Transport legislation;
- required adult:child ratios are maintained; and
- the written permission of a parent of the child is obtained before the travel begins (unless the child is travelling with their parent).

DOCUMENTATION REQUIRED:

Evidence of parental permission for any travel by motor vehicle. In most cases, this requirement will be met by the excursion records required for criterion HS113. However, services that provide transport for children to and/or from the service must also gain written permission from a parent upon enrolment.

3. PROCEDURE- EXCURSIONS OUTSIDE EIT

1. A notice outlining the destination, a rationale for the excursion, the names of the adults and children attending, the mode of transport, the date and time of the trip and the adult/child ratio will be prepared for any excursion outside the EIT campus.
2. A risk assessment identifying any hazards and mitigating actions will be carried out and displayed for parents with the information sheet.
3. Parents of children included will sign the information sheet to indicate their permission for their child to attend before that child may leave the Centre.
4. A staff member with a current First Aid Certificate will go on every excursion.
5. A first aid kit is taken on excursions.
6. Parents/whānau can be involved in excursions and can also be responsible for children. A qualified, certified teacher will be part of every off-campus excursion. A qualified or permanent teacher will be a part of every on-campus excursion.
7. A list of children attending will be taken on every excursion. A roll call/head count will be taken at regular intervals during the trip.
8. Food and drink will be taken on excursions.
9. A cell phone is to be taken on excursions (phone number kept at Centre, written in diary)
10. Excursion ratios, below, will be met.
11. Parents are asked to indicate permission/denial for children to attend excursions on the EIT campus, on enrolment forms.
12. Children will have identity stickers/Centre stamp (Centre/Contact No.) when out on a 'high risk' excursion – e.g. crowded areas.
13. All excursions will fit around the Centre routines and individual children's needs and interests
14. Individual children's medical needs will be assessed and accommodated before leaving.
15. A small charge for children to attend an excursion may be asked of whānau to cover costs.

Transportation

- EIT fleet vehicles or public buses will be used for excursions.
- Drivers of EIT vehicles will be EIT registered drivers.
- Children must be in car seats or booster seats with restraints as per land transport legislation. Seats fitted with tether straps must be clipped to tether bolts.
- 2 adults will travel in each vehicle.
- Children in strollers will be restrained appropriately.
- Children may travel in private cars accompanied by their own parents.

Ratios- Excursions Outside EIT

Children over three years old

Groups of no more than 16 children taken out at one time unless a clear rationale for taking a larger group is formulated, and accepted by the Management team.

- Adult:Child ratio for regular outing 1:4
- Adult:Child ratio for high risk areas (eg. water, traffic, crowded areas) 1:2

Children under three years old

Groups of no more than 6 children taken out at one time unless a clear rationale for taking a larger group is formulated, and accepted by the management team.

- Adult:Child ratio for regular outing 1:3
- Adult:Child ratio for high risk areas (eg. water, traffic, crowded areas) 1:2

Procedure for the Morning of the Excursion Outside EIT

1. DOUBLE CHECK all children have signed permission to go
2. Ensure all children have CARSEATS
3. Make a LIST OF CHILDREN attending the excursion
4. Pack the bag:
 - Medication
 - First Aid kit
 - Cell Phone - ensure the cell phone number is left in the diary
 - Refreshments - drinks, cups, spoons (if required), food (remember children's food allergies)
 - Wet wipes/nappies
 - Tissues
 - Plastic bags
 - Camera

4. PROCEDURE- EXCURSIONS WITHIN EIT CAMPUS

1. Parental permission or refusal for excursions within the EIT campus is noted on each child's enrolment form.
2. Children without parental permission for excursions on campus will not be taken outside the Centre.
3. An adult child ratio of 1:3 for children under 3 and 1:5 for children over 3 will be maintained.

(NB. If any child in an adult:child ratio is under 3 that adult:child part of the group will have a maximum of 3 children eg. a 2 year old and 2 x 4year olds).
4. At least two adults will go on all excursions.
5. A permanent or qualified staff member (excluding day to day relievers), will attend every excursion.
6. A charged, working cell phone must be taken on excursions around the campus.

Document information – Office use only	
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Document Number	QO125
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Owner	14
Developer	27
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Next Review	19/07/2028
Related Items	OG125 Excursion Forms specific to Ōtātara Children Centre
Version history	New format July 2020 Migrated format March 2023 Reviewed for EOT as independent entity June 2026

5. 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.

6. 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

7. HOW WE ARE TRAVELLING

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

8. THE CHILDREN WILL NEED

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

9. TEACHERS ACCOMPANYING CHILDREN

Teacher name (s)

10. 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

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