



## Travel (Excursions) Policy

### Goal:

To ensure that tamariki, kaiako and whānau are safe when they explore the environment and their local community.

### Definitions

Trip: The use of a vehicle to travel to a pre-planned destination.

Excursion: An outing within the school grounds or local community, when kaiako and tamariki are walking. No tamariki will be travelling in a vehicle.

### Procedure

1. The 'Person Responsible' must approve all trips and excursions.
2. Blanket permission for tamariki to participate in excursions will be included in the annual Centre enrolment form.
3. Specific, written permission is required for all tamariki who are participating in a trip.
4. The following supplies will be taken on trips and excursions:
  - a. Tissues and bag for rubbish
  - b. First aid kit
  - c. Food and water (if out longer than 2.5 hours)
  - d. Infant requirements, i.e. nappies, wipes, bottles and dummies.
  - e. Medication, as per medication policy.
  - f. Cell phone 027 7155 230
5. Tamariki and kaiako, out of the centre on a trip will be recorded on the daily roll. The times of departure and return will be included.
6. An excursion form will be completed before any excursion takes place, and filed in the excursion register.
7. A minimum of two kaiako will be required on all trips and excursions. At least one kaiako must be a 'Person Responsible', as recognised by the Ministry of Education and hold a current first aid qualification.
8. The adult to child ratio for trips will be one adult to no more than five children. If the person responsible assesses the trip as higher risk, then the ratio will be changed to have one adult to four tamariki or fewer.

9. When required the centre will use relieving kaiako or parents and whānau to maintain the ratio for trips.
10. When a group remains at the Centre while a trip or excursion takes place, at least one of the kaiako with the remaining group must be a 'Person Responsible', as recognised by the Ministry of Education and hold a current first aid qualification.
11. A written record of the tamariki and kaiako is to be checked frequently while out and before returning.
12. The ratio as required by the 'Education (Early Childhood Services) Regulations 2008' will be maintained at all times.
13. All travel will adhere to 'Regulation 29A of the Traffic Regulation 1976'
14. There will be no fewer than two adults in any motor vehicle carrying more than three tamariki.
15. Parents/whānau will be requested to provide a child safety approved car seat, when travel is in a car or van.
16. Car seats are not normally required for travel in a bus.
17. Tamariki will be dressed appropriately for the weather conditions.
18. When all tamariki and kaiako are away from the Centre, a notice will be left on the door stating where the destination of the excursion, the estimated time of return and the cellphone contact details.
19. Notice of trips will be given no less than 48 hours before a trip.

This policy will be reviewed as per the policy review schedule.

Date: 8 August 2020