

## 1.2 Excursions Policy & procedure

**Rationale:** Under Early Childhood Regulations 2008, the licensee of a licensed centre must ensure that if children are taken on any excursion or activity outside the centre proper procedures are followed and ratio are maintained to keep children safe from harm. To enhance children's learning outside the centre.

### Policy & Procedure Guidelines:

The safety of the children is always our prime concern.

#### **a) Authorisation**

- All outings must be authorised by the "person responsible" for the Centre at the time of the trip.
- A risk analysis form is to be completed by the 'person responsible' prior to departure on every trip.

#### **b) Staffing**

- Only regular Iqra Educare staff and Iqra Educare long-term relievers will take the children out on trips.
- In the event of Staff being away the trip will proceed at the discretion of the "person responsible".

#### **c) Prior Parental Permission**

- A written permission must be obtain from parent / caregiver before booking a child for any excursion.

#### **d) Safety**

- If the Head Teacher believes the trip to be unwise it will not eventuate.
- If the Head Teacher authorises a trip and the staff member responsible on the trip makes a professional judgement the trip is unsafe, it will not eventuate.

#### **e) Ratios**

- The ratios for a trip for, 3-year-olds and over is four children (or less) to one staff member and parent helper or eight children (or less) to two staff members.
- Parent help is always welcome on any trip.

#### **f) Travel Means**

- By Walk
- On Taxi
- On Private Cars of Parents with proper car seats for each child and full NZ driver's licence.
- On Bus as per traffic regulations provided by the bus company.

**g) Trip Bag**

- This will contain the first aid kit, the centre cell phone, any specific medication required by the children and adults on the trip and any other equipment, clothes or food as deemed necessary by the "person responsible" for the trip in question.

**h) Centre**

- A qualified, permanent staff member "Person Responsible" will remain in charge at the centre.
- The centre will remain open during working hours as per opening hours.

**Important note:**

- If your child is going on a trip they must be at the centre before the time of leaving for that trip to allow for organisation of such things as toileting, sunscreen etc. If you are running late please ring.
- If we haven't heard from you by the time the trip is leaving another child may be selected to go. Once that child is told they are going they will go on the trip and should your child arrive late will remain at the centre.

**Date Ratified:**

**Name(s):**

**Signature(s):**

**Next Review Dated:**