

	Policy
	Policy Category: Health and Safety
	Date reviewed: 13 June 2025
	Policy Name: Outings and Excursions Policy

The purpose of this operational policy is to ensure children's safety during outings and excursions by meeting licensing criteria HS17 and HS18.

Position Statement

Safety is of paramount importance when leaving the familiar centre environment. To ensure everyone's safety parents will be notified of an excursion and the planned adult:child ratio and their consent given and recorded, assessment and management of risk will be undertaken and clear methods of communication will be established and maintained.

Issue Outline

Outings and excursions are an important way for children to form connecting links and learn about their local community, environment and the wider world. This learning is valued by our early childhood curriculum Te Whāriki (2017) and justifies the risks involved as long as safety is paramount and risks minimised through thorough planning. This policy ensures the correct records and parental permissions are documented.

Detail

- Planning for each outing and excursion includes risk assessment, route mapping, method of travel and names of adults and children. The risk assessment is signed off by the Centre Manager.
- The planning is made available to all parents along with a contact cell phone number.
- On any trip at least one teacher with a current first aid certificate will be present.
- Teachers will take a first aid kit, centre roll, cell phone, emergency contact numbers, allergies and medical information and all other necessary supplies on all outings and excursions.
- The adult to child ratios are determined according to the nature of the excursion and any risks involved. Ratios are not less than the required regulatory adult:child ratio.
- The ratio of adults to children for those children remaining at the centre will comply with the 2008 Regulations.
- Written permission is obtained from parents at the time of enrolment for **spontaneous** outings and excursions. These include outings to local parks, libraries, fire stations, and neighbouring schools within a comfortable walking distance from the centre
- Before leaving on a **planned** excursion we gain written permission from parents, if the travel is in a motor vehicle then this needs to be stated and signed.
- Van drivers will have a full license for a minimum of two years and/or be at least 21 years of age for the vehicle they are driving whether it is the centre van or private car whilst transporting children on excursions.

- At least two teachers from RCC will go on every outing.
- Teachers will not transport one child alone, unless it is their own child.
- All children travelling in a motor vehicle will be restrained as required by Land Transport regulation.
- There will be at least two teachers travelling in any vehicle carrying children and standard regulatory ratios will apply.
- Teachers will not deviate from the planned outing route.
- A head count will be taken at regular intervals during the outing.
- Sometimes there may be a cost for outings or to attend events. Parents will be required to meet the cost of any special outings or excursions. Notice will be given of any cost involved and this money should be paid prior to the outing.

Ratios

- Under 2's 1 teacher 2 children
- 2 – 3 years 1 teacher 3 children
- 3 – 5 years 1 teacher 5 children

(Exception for swimming lessons which has a qualified swimming trainer in the pool, ratio is 1 teacher:6 children) to walk to the Aquatic Centre.

Alignment with Other Policies

- Parent Involvement Policy
- Child Protection Policy
- Health and Safety Framework Policy
- Enrolment Contract

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Hazards and Outings Documentation required:

- **HS17:** - A record of outings or excursions. Records include:
 - The names of adults and children involved;
 - The time and date of the outing;
 - The location and method of travel;
 - Assessment and management of risk;
 - Adult: child ratios; and
 - Evidence of parental permission and approval of adult:child ratios, which may have been provided at enrolment for spontaneous or regular outings, as long as some general assessment of risk has been undertaken and information is provided to parents regarding the circumstances/rational of the outings.
 - The signature of the Centre Manager giving approval for the excursion to take place.
- **HS18** – 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).
- Te Whāriki Early Childhood Curriculum, Ministry of Education 2017

Impacts of Policy on Staff, Parents, Children

Appropriate risk assessment will minimise the risk of harm to any adult or child. Parents need to be comfortable with, and aware of, where their children are and who they are with at all times. Staff and parents need to be aware of the importance of maintaining the correct adult:child ratio.

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

Failure to comply with this policy could lead to serious harm, damaging the Centre's reputation and the trust placed in us by parents.

Implementation

Clear procedures have been developed, risk assessment forms are used for planning and management check and sign off all excursions.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised:	
Date:	
Review Date:	
Consultation Undertaken:	Storypark, notice board foyer and staffroom and emailed to RCC Board