

Version 2

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Document Approver: Chief Executive

Document Owner: Senior Teachers

## Applies To | Ko Wai Whakahāngaitia

All Kindergartens.

## General Principles | Mātāpono Whānui

- To enhance children's learning through enjoyable, hands on and safe experiences in both small and large groups
- To develop in children a greater awareness of the wider world outside home and the kindergarten
- To provide opportunities for children to have experiences, which support the kindergarten curriculum planning, children's learning and to have experiences that may or may not be part of their everyday lives
- To ensure effective procedures exist to provide for the safety of children on kindergarten excursions in terms of the Education (Early Childhood Services) Regulations 2008.

## Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

Enrolment Form

Medical Assistance and Incident

Hazard Management System

Emergency Management

First Aid Kits

First Aid Certificates

Child Welfare

## References | Tohutoro / Huānga ki

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Early Childhood Education and Care Services 2008: HS17, 18, 25

## Display Document | Whakamātakitaki Pukapuka – No

## Practice Statement | Whakaharatau Tauākī – Required - Yes

## Policy Review Cycle | Kaupapa Arotake Hurihangā

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

## Definitions | Tautuhi

Spontaneous/impromptu	These are outings (walking) not included in long - or short-term plans, but support an opportunity which occurs in the local community of which you had no prior knowledge e.g. diggers, kites flying in the park etc.
Regular Outings	These are outings undertaken on a regular basis to the same place or follow the same route i.e. walks to the local park, school, etc.
Special Excursions	Special or one-off excursions or outings that have been planned in advance and have links to the programme. Planned excursions may or may not involve the use of public or private transport, e.g. the theatre, zoo, art gallery.

## Policy

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1. Excursions and outings should be planned as part of the kindergarten's curriculum programme to meet learning outcomes for children.
2. There will be a ratio of:
  - One adult to four children over 2-years of age (including children attending who are not on the kindergarten roll); and
  - One adult to two children under 2-years of age; and
  - One adult to two children for all children if near water; and
  - One adult to one child if children are to be in the water
3. Travel by tour bus hireage is preferred but where private motor vehicles are used the Head Teacher shall ensure that:
  - The requirements of Education (Early Childhood Services) Regulations 2008 are met;
  - Vehicles used have current registration and warrant of fitness;
  - Each driver holds a current driver's licence for the class of vehicle used;
  - All LTSA requirements are to be adhered to, e.g. car seats and seatbelts;
  - Two adults per car unless the parent is only taking their own child.
4. The provisions of Health and Safety HS 17 & 18 of the Licensing Criteria and Education (EC Services) Regulations 2008 shall apply with regard to travel arrangements, written authorisation and ratios both on the excursion and in respect of children remaining at the kindergarten.
5. Teaching teams will develop a practice statement, including a risk assessment, for planned, regular and spontaneous excursions.
6. On enrolment whānau will be shown a copy of the Kindergarten Taranaki Excursion Policy and the individual kindergartens risk assessment for spontaneous/impromptu excursions in the community.

## Procedure

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When developing practice statements teachers will follow Kindergarten Taranaki guidelines for planned and regular excursions which include:

1. How parents will be informed about planned and regular excursions. Information to include:
  - The type of transport to be used
  - Destination of the excursion
  - Length of the excursion e.g. 3 hours
  - Any costs related to the excursion
  - If parent help is required and how many parents are needed to assist
  - Any health or safety requirements for children and adults e.g. type of clothing, food requirements, medication
2. How written approval/agreement will be obtained from parents for:
  - Their child to take part in the excursion
  - The adult/child ratios to be used
  - The risk assessment and risk management plan for the excursion
  - For children to travel in private vehicles (if these are to be used)
3. Minimum requirements for the use of private motor vehicles and how these will be checked. Minimum requirements must include:
  - Full, current driver's licence for the car driver
  - Current warrant of fitness for car
  - Current registration for car
  - Correctly fitted restraints suitable for the age and weight of the children who will use them
  - Number of adults in each vehicle
  - Agreement (signature) from driver attesting that they understand the requirements and the information they have provided is valid.

Teachers will develop a practice statement for spontaneous excursions that include:

- How approval from parents will be gained at enrolment for their child to take part in spontaneous excursions. Includes details of adult/child ratios to be used
- How information will be made available to parents about the types of spontaneous excursions that might occur so parents can make an informed decision about giving approval for their child to take part in such excursions
- Evidence that the excursion has been approved by the Head Teacher (Person Responsible)
- How parents will be informed that a spontaneous excursion has taken place

The Head Teacher of a kindergarten located on school grounds seeking to undertake a spontaneous excursion onto the school's grounds will gain permission to exercise flexibility around the adult: child ratios from their Senior Teacher or the Senior Teacher with responsibility for excursion approval. Information about the excursion will be supplied at the time includes:

- Number of children and their full names
- Number of adults and their full names

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

- Details of the activity or event being attended
- Where on the school grounds the activity or event will occur e.g. inside hall, netball courts etc.
- When the excursion will occur and for how long
- Steps that will be taken to manage risks (use risk assessment form)
- Any other information relevant to the excursion

For planned and regular excursion a completed Excursion Approval and Risk Analysis form needs to be sent to the Senior Teacher at least ten (10) working days prior to the excursion.

## Approvals And Permissions

1. Approval must be obtained from the Senior Teacher for all outings and excursions
  - 1.1. Spontaneous/impromptu outings are to be notified to a Senior Teacher by phone or email, where these do not require the need for transport.
  - 1.2. Special Excursions and regular outings must be made in writing on the Excursion/Outing Approval Request Form with a minimum of ten (10) working days prior to the excursion taking place. The Risk Analysis Form should be submitted at the same time.
2. Written permission from parents/caregivers must be obtained prior to all special excursions. Kindergartens must use the Kindergarten Taranaki Parental Permission Notice. For regular and spontaneous outings (i.e. applies to walks only), parental permission for these must be checked from the child's enrolment form.
3. Every effort should be made by teachers to be inclusive of all children so that they are able to take part in excursions/outings.
4. If parents choose for their child not to participate in an excursion/outing, provision must be made for the supervision of the child/ren unable to go on the trip. This will be organised between the Parent, Teachers and Senior Teacher.
5. Excursion/outing documentation including evidence of signed permission must be retained for one year after the excursion/outing.
6. Walking Distance: When seeking approval to take children on a walking excursion give as much detail as possible. When approving such excursions Senior Teacher will take in to account the distance children will be expected to walk, the age of the children, the time children will be walking without a break, access to food and water, the learning purpose of the excursion.
7. Public Transport: Using the public bus may be an option for small groups of children.

## Ratios

1. Teacher: child ratios must be maintained at all times both during the excursion/outing and also for those that may remain at the kindergarten. A teacher with first aid qualifications must be available for children remaining at the kindergarten as well as on the excursion/outing.  
E.g.; a group of six children are being taken on a walk. The required number of adults will be two, made up of 1 teacher and one other adult. So, there will be 24 children remaining at kindergarten. The required number of teachers at the kindergarten will be 3.
2. At no time during an excursion will any adult be left in a sole position of responsibility of a group of children.

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

3. Head Teachers may choose or delegate to another team member the right not to be included in the adult: child ratio for added safety and supervision purposes.
4. Students/volunteer workers must not be included in the ratio of adults to children.
5. Where children under two, who are not on the regular roll, are attending with their parent, they must be included in the ratio. Inclusion of children aged under two not on the regular roll, is at the discretion of the Head Teacher according to the nature of the excursion/outing. The children aged under two not on the regular roll must be accompanied by their parent or caregiver.
6. Ratios must be maintained at all times throughout the excursion/outing (i.e. all supervising parents and helpers must stay with the children for the duration of the excursion/outing – this includes during transportation).
7. It is the Head Teachers responsibility to ensure that parents/caregivers of children who have been absent prior to the excursion/outing are aware that the excursion/outing is taking place.
8. In the case of insufficient adult/child ratios the trip must not proceed.

## Access To Water

Access to water	Water is in the vicinity of the excursion and there is a risk to the safety of children.
In the water	Where children are interacting with the water e.g. standing in it or playing with it.

## Ratios

- When there is access to water – the ratio must be no more than 2 children to 1 Adult.
- When children are in water the ratio must be 1 child to 1 adult.

A ratio of 1: 2 applies in the following situations. This list is not exhaustive. There may be other venues where this ratio would also apply.

- Stoney Oaks
- All of the Coastal Walkway
- Puke Ariki landing
- Kawaroa Park
- Te Henui Walkway
- King Edward Park, Hawera
- Victoria Park, Stratford
- Virginia Lake and Kowhai Park, Whanganui
- Soldiers Park or Taumata Park, Eltham
- Parts of Pukekura Park (approved on a case by case basis)
- Beaches
- Rivers

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

- Bowl of Brooklands (not including the Brooklands Zoo)
- Lake Mangamahoe
- Farm Visits
- Pouakai
- Visits to the Mountain

## Risk Assessment

### Prior to the excursion

- Safety is of paramount importance, proposed venues/walking routes must be checked by a teacher prior to the excursion/outing taking place.
- Following the site visit by teachers the Risk Analysis Form must be completed and submitted to the Senior Teacher 10 working days prior to the proposed excursion
- This information must be available to parents/caregivers whānau, so they can make an informed choice before completing and signing the permission slip.

### On the excursion

- The roll must be called prior to leaving and on returning to the Kindergarten. A system needs to be in place for on-going monitoring of the roll while away on the excursion/outing.
- A mobile phone will be taken on all excursions/outings. Emergency contact details for all children can be accessed from the kindergarten or Kindergarten House.
- No children will be taken swimming.
- The first aid, medication and emergency equipment must be taken, along with drinking water and sun hats when appropriate.
- For all excursions, walks and impromptu visits please leave a sign on the door notifying site, time and duration of the excursion and the contact details of the person responsible.
- Excursions/outings are an extension of a kindergarten session; therefore, the no smoking policy will be enforced along with the prohibition of any other drug or alcohol substance during the excursion/outing.
- Parents/caregivers on the excursion are to be briefed on their responsibilities verbally or in writing prior to leaving the kindergarten.

### Transport

Written permission must be obtained from parents for children travelling in all motor vehicles – public and private transport (except when travelling in their own parents' private car).

If a bus company has been hired by the kindergarten to provide transport the following applies:

- Children should be seated 2-3 per seat, and must remain seated throughout the whole journey
- Adults should seat themselves throughout the bus to supervise children

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

- Ratios must be maintained in the bus for the whole duration of the journey (i.e. parents who choose to take their own vehicle could not be counted as being part of the excursion/outing ratio).

If private transport (including taxis) is being used the following applies:

- Teachers will be responsible for checking that private vehicles have current warrants of fitness and current registration, and drivers have a current driver's licence.
- There will be two adults per vehicle.
- Teachers must ensure that all children are restrained as required by Land Transport Legislation

If on the day, the excursion/outing is cancelled or postponed, the Senior Teacher is to be notified.

## Appendices

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1. Example of Hazard Identification for Vehicle Excursions
2. Example of Hazard Identification for Walking Excursions

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

## Appendix 1 – Example of Hazard Identification for Vehicle Excursions

Hazard	Potential Risk To Children	Strategies To Manage Hazard {E} Isolate {I} Minimise {M}
Vehicles	<u>Physical injury</u>	<p>{M} Appropriate ratio Maximum 1:4 over 2 children and 1:2 under 2 children</p> <p>{M} Prior knowledge of the destination using best stopping, drop off and pick up points</p> <p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>{M} First aid kit packed in the trip bag</p> <p>{M} Carry a cell phone and emergency number {111}</p>
Weather	<u>Physical injury</u> *Sunburn *Hypothermia	<p>{M} Appropriate clothing depending on the weather including sunhats, appropriate shoes, warm hats, raincoats, jackets.....</p> <p>Children have sun block applied as per centre procedure</p> <p>{M} First aid kit packed in the trip bag</p>
Vehicle accident	<u>Physical injury</u>	<p>{M} All drivers hold current full NZ drivers licences appropriate to the vehicle that they are driving</p> <p>{M} All vehicles will have a current warrant of fitness (or appropriate equivalent) and current registration (or appropriate equivalent)</p> <p>{M} All children will be restrained as appropriate for the vehicle that they are travelling in</p> <p>{M} Appropriate ratio Maximum 1:4 over 2 children and 1:2 under 2 children</p> <p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>{M} Contact details for all children attending the trip {caregivers, emergency contacts and doctor} will be packed in the trip bag</p> <p>{M} First aid kit packed in trip bag</p> <p>{M} Carry a cell phone and emergency number {111}</p>
Allergies	<u>Illness</u> *Hives *Anaphylaxis *Asthma	<p>{M} All medication for children attending the trip will be packed in the trip bag and noted as packed on the excursion form by the person responsible</p> <p>{M} Category 3 medication and matching Category 3 medication forms {for children attending the trip} will be packed in the trip bag</p> <p>{M} Contact details for all children attending the trip {caregivers, emergency contacts and doctor} will be packed in the trip bag</p> <p>{M} Person responsible {at minimum} holds current first aid certificate</p>
Soiled, wet pants	<u>Illness</u> *Rash *Discomfort *Unhygienic for child with wet/soiled pants and for others	<p>{M} Ensure all children have been to the toilet before they leave on the trip</p> <p>{M} Person responsible will have prior knowledge of location of toilets that can be accessed while on the trip</p> <p>{M} All children will have spare clothes {nappies if appropriate} packed for the trip</p> <p>{I} Wet or soiled children are to be changed as soon as possible and kept away from other children if this is possible</p> <p>{M} Wet wipes will be packed for the purpose of cleaning children if needed</p> <p>{M} Plastic bags for keeping wet or soiled clothes separate</p>
Stray animals	<u>Physical injury</u> *bites *scratches Frightened *running away	<p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>{M} First aid kit packed in trip bag</p> <p>{M} Discussion with children about “What to do if a dog comes near us”</p> <p>{M} Discussion about the role of teachers/adults if an incident occurs.</p> <p>Ensure team has a good understanding of what to do if approached by an aggressive dog</p> <p>{M} Appropriate ratio Maximum 1:4 over 2 children and 1:2 under 2 children</p>

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

Hazard	Potential Risk To Children	Strategies To Manage Hazard {E} Isolate {I} Minimise {M}
		<p>{M} Prior knowledge of the route e.g. Do not travel a certain way if there have been problems with stray animals before</p> <p>{M} Carry a cell phone and numbers for the council {animal control}</p>
Children	<u>Physical injury</u> *running away *slips/trips/falls *grazes *broken bones *injuries to teeth *concussion	<p>{M} Appropriate ratio Maximum 1:4 over 2 children and 1:2 under 2 children</p> <p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>{M} Contact details for all children attending the trip {caregivers, emergency contacts and doctor} will be packed in the trip bag</p> <p>{M} First aid kit packed in trip bag</p> <p>{M} Carry a cell phone and emergency number {111}</p>
Natural disaster	<u>Physical injury</u>  <u>Separation from Centre</u>	<p>{M} Carry a cell phone and emergency numbers {111} and numbers for the council and civil defence</p> <p>{M} First aid kit packed in trip bag</p> <p>{M} Person Responsible to know meeting place and procedure to follow if out on an excursion in a civil defence emergency</p> <p>{M} Civil defence contact details, meeting place and centre procedure to be packed in trip bag</p>
Insects and Plants	<u>Physical injury</u> *mild allergic reaction *anaphylaxis *Irritated bites *ingested poisonous plants	<p>{M} Carry a cell phone and emergency numbers {111} poisons centre {0800 764 766}</p> <p>{M} Category 3 medications and matching Category 3 medication forms {for children attending the trip} will be packed in the trip bag</p> <p>{M} Contact details for all children attending the trip {caregivers, emergency contacts and doctor} will be packed in the trip bag</p> <p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>* Prior knowledge of the route and identification of poisonous plants.</p>

All trips will be preceded by a discussion with children about the rules, expectations and dangers on the trip.

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

## Appendix 2 – Example of Hazard Identification for Walking Excursions

Hazard	Potential Risk To Children	Strategies To Manage Hazard {E} Isolate {I} Minimise {M}
Vehicles on the road	Physical injury	<p>{M} Appropriate ratio Maximum 1:4 over 2 children and 1:2 under 2 children</p> <p>{M} Prior knowledge of the route using identified best crossing points e.g. pedestrian crossing</p> <p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>{M} First aid kit packed in the trip bag</p> <p>{M} Carry a cell phone and emergency number {111}</p>
Weather	Physical injury *Sunburn *Hypothermia	<p>{M} Appropriate clothing depending on the weather including sunhats, appropriate shoes, warm hats, raincoats, jackets.....</p> <p>Children have sun block applied as per centre procedure</p> <p>{M} First aid kit packed in the trip bag</p>
Allergies	Illness *Hives *Anaphylaxis *Asthma	<p>{M} All medication for children attending the trip will be packed in the trip bag and noted as packed on the excursion form by the person responsible</p> <p>{M} Category 3 medication and matching Category 3 medication forms { for children attending the trip} will be packed in the trip bag</p> <p>{M} Contact details for all children attending the trip {caregivers, emergency contacts and doctor} will be packed in the trip bag</p> <p>{M} Person responsible {at minimum} holds current first aid certificate</p>
Soiled, wet pants	Illness *Rash *Discomfort *Unhygienic for child with wet/soiled pants and for others	<p>{M} Ensure all children have been to the toilet before they leave on the trip</p> <p>{M} Person responsible will have prior knowledge of location of toilets that can be accessed while on the trip</p> <p>{M} All children will have spare clothes {nappies if appropriate} packed for the trip</p> <p>{I} Wet or soiled children are to be changed as soon as possible and kept away from other children if this is possible</p> <p>{M} Wet wipes will be packed for the purpose of cleaning children if needed</p> <p>{M} Plastic bags for keeping wet or soiled clothes separate</p>
Stray animals	Physical injury *bites *scratches Frightened *running away	<p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>{M} First aid kit packed in trip bag</p> <p>{M} Discussion with children about "What to do if a dog comes near us"</p> <p>{M} Discussion about the role of teachers/adults if an incident occurs. Ensure team has a good understanding of what to do if approached by an aggressive dog</p> <p>{M} Appropriate ratio Maximum 1:4 over 2 children and 1:2 under 2 children</p> <p>{M} Prior knowledge of the route e.g. Do not travel a certain way if there have been problems with stray animals before</p> <p>{M} Carry a cell phone and numbers for the council {animal control}</p>
Children	Physical injury *running away *slips/trips/falls *grazes *broken bones *injuries to teeth *concussion	<p>{M} Appropriate ratio Maximum 1:4 over 2 children and 1:2 under 2 children</p> <p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>{M} Contact details for all children attending the trip {caregivers, emergency contacts and doctor} will be packed in the trip bag</p> <p>{M} First aid kit packed in trip bag</p> <p>{M} Carry a cell phone and emergency number {111}</p>

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

Natural disaster	Physical injury Separation from Centre	<p>{M} Carry a cell phone and emergency numbers {111} and numbers for the council and civil defence</p> <p>{M} First aid kit packed in trip bag</p> <p>{M} Person Responsible to know meeting place and procedure to follow if out on an excursion in a civil defence emergency</p> <p>{M} Civil defence contact details, meeting place and centre procedure to be packed in trip bag</p>
Insects and Plants	Physical injury *mild allergic reaction *anaphylaxis *Irritated bites *ingested poisonous plants	<p>{M} Carry a cell phone and emergency numbers {111} poisons centre {0800 764 766}</p> <p>{M} Category 3 medications and matching Category 3 medication forms {for children attending the trip} will be packed in the trip bag</p> <p>{M} Contact details for all children attending the trip {caregivers, emergency contacts and doctor} will be packed in the trip bag</p> <p>{M} Person Responsible {at minimum} holds a current first aid certificate</p> <p>* Prior knowledge of the route and identification of poisonous plants.</p>

All trips will be preceded by a discussion with children about the rules, expectations and dangers on the trip.

# Excursions and Outings Policy/Ngā Haerenga me ngā Putanga

## Forms

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1. Excursion Form
2. Part A – Prior to Excursion Form
3. Excursion Risk Analysis Form
4. Excursions & Outings Parental Permission Form
5. Spontaneous Excursion Risk Analysis Form