



Short Excursions Policy (Without Transport)

Rationale/Purpose

To ensure the safety and well being of staff and children on all excursions outside our centre environment.

Statement/Objective

To encourage exploration of the wider world.

Broad Guidelines:

- No staff member shall embark on an excursion by herself/himself
- No staff member shall smoke while on an excursion
- No adult shall be left alone with the children
- Ratios shall be: **1 Adult to 5 Children**
- A qualified staff member must always be present when on an excursion, i.e. Staff member holding a ECE Diploma of Teaching and/or ECE Bachelor of Education.
- Any adult may make up the ratio while on the excursion
- Times of departure and return must be made clear to all staff and recorded on the day sheet
- Parents must have signed the section on their children's enrolment form/s regarding short excursions.
- An excursion bag will be supplied:
 - A first aid kit
 - A bottle of water and drinking cups
 - A snack for all
 - A cell phone
- Children will be in suitable clothing and appropriate footwear:
 - Summer: Hats, sunscreen, sandals/shoes.
 - Winter: Jackets, winter hats, scarves, gumboots/full-covered shoes.
- When there are children remaining at the centre the adult:child ratios will be maintained and a registered ECE teacher will be part of that ratio.

Please note that:

- Upon enrolment parents have the opportunity to give permission for their child to participate on short walks out of the centre.
- Parents are responsible for providing their children with suitable clothing and appropriate footwear.

Lines of Responsibility:

Principal and staff

Links to Other Documentation:

Regulation 27 1a

DOP's 6, 4b, 4c

Te Whaariki – S.5 G.1.; S.2. G.2

Date: March 2010

Review Date: March 2011

Signed:

Responsibility for Review: Principal