

Agapé Christian Preschool

Long Excursions Policy (With 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 3 Children
- Parents must be clearly informed of the excursion and a signature obtained from each parent before allowing a child to go on the excursion
- 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
- At least 2 adults will be required in a vehicle when carrying more than 3 children.
- Times of departure and return must be made clear to all staff and recorded on the day sheet
- Children will be restrained while in vehicles according to the requirements of the Traffic Regulations
- 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:

- Vehicles must be insured, warranted, registered and drivers must have a current driver's licence
- All children must have a car seat that is of Regulation standard
- 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: 11 July 2007

Signed:

Review Date: May 2008

Responsibility for Review: Principal