

## REGULAR OUTINGS & EXCURSIONS

### REGULATION - DEFINITION

#### Outing or Excursion means:

- Being outside the licensed premises whilst receiving education and care from their service; but
- Does not include an outing for the purposes of emergency evacuations, drills or the receipt of urgent medical attention.
- Regular outing or excursion means – outings or excursions that parents have agreed to at the time of their child's enrolment, that are part of an ongoing planned and consistent routine of education and care.
- Special outing or excursion means – outings or excursions that parents have agreed to prior to the excursion or outing taking place, that are not a regular outing or excursion.

### PARENTAL PERMISSION

- Parents/Caregivers are to give or deny permission for Regular Outings and Excursions as part of the enrolment process, on the Permission Form.
- Giving of permission means that their specific permission is not required for each and every time such an outing occurs.
- Denying permission means that their child will remain in the Centre when such an outing occurs.
- This permission does not extend to any outing that involves a motor vehicle or is otherwise outside of the parameters of Regular Outings and Excursions (See Special Outings & Excursions).
- The daily whiteboard will detail any "Regular Outings and Excursions" for the day.

### REGULAR OUTINGS & EXCURSIONS PARAMETERS

- Regular Outings and Excursions will be within walking distance for children (up to approximately 3km round trip).
- A Senior Staff Member (Leader) will plan the outing, including the purpose of the trip, destination, what will happen at the destination (including contacting them to make any special arrangements if necessary), the route, ratios, and an assessment of risks and hazards.
- All Regular Outings and Excursions will be approved by a 'Person Responsible'.
- The Leader will be responsible for all aspects of the outing.
- The Leader is responsible for checking the "Regular Outings & Excursions Exclusion List" for any children who are not able to go on such a trip.
- Children will be clean and tidy before leaving the Centre – clean faces and hands and toileted (with pull-ups on

children who may need them)

## **REGULAR OUTINGS & EXCURSIONS RISK & SAFETY ASSESSMENT**

### Child & Adult Safety

- All children & adults must abide by the Centre Policies and Practices and any other instructions given by the Leader (or staff at the outing destination).
- The usual adult:child ratios will be applied, but may be lower if warranted.
- Adults may include Childcare Staff, Students & Relievers.
- Adults are responsible for the children's safety at all times.
- All adults will be given a briefing before the outing and at intervals during the outing, as necessary.
- Children not listening or not co-operating may be left at or returned to the Centre.

### Leader

- One adult, usually the Leader, will not be responsible for any specific children, to enable them to monitor the safety of the group as a whole.
- They will monitor the environment around them, scanning and alert for hazards like dogs, road works, cars in driveways, other people.
- They will decide how to approach the potentially hazardous situation. This may include crossing the road earlier than planned, bypassing the 'hazard', turning back, halting the group, putting themselves in between the hazard and the children.
- The Leader will make regular head counts.
- The Leader will keep the other adults (and the Centre) informed during the progress of the trip, with any changes that may occur.
- The Leader will carry or have access to a mobile phone.
- The Leader will ensure they know which adults have First Aid Certificates.

### Walking

- Children are paired up and hold hands while they are walking and/or may use a walking rope'.
- An adult will be at the front, back, and strategically spaced throughout the group.
- Children who need one-on-one attention will be paired with an adult.
- Push chairs will be used for children, as necessary.

### Crossing Roads

- One adult will take responsibility for the crossing.
- The group may split into smaller groups to cross.

- The group may do a stage crossing – gather in the middle of the road, and then cross again to the other side.
- Children will be reminded to use road safety principles like looking both ways.
- Pedestrian Crossings and traffic lights with crossing lights will be used if at all possible. Otherwise the best and safest crossing place will be used (even if it means deviating slightly from a more direct route).

#### At the Destination

- The leader will determine a safe area for the group to assemble.
- All of the group must follow the instructions of the leader.
- Children are encouraged not to talk to strangers.
- Children are instructed to stay together - to not run away or 'run wild'.

#### Weather

- If the weather takes an unexpected turn for the worst, the leader will make a decision as to taking shelter or returning to the Centre. They will contact the Centre and advise them of any delay or change of plan.

#### Injuries

- If an injury occurs during the outing then appropriate first aid treatment will be applied on the spot and upon return to the Centre. The Centre will be called for assistance if required.

## **SPECIAL OUTINGS & EXCURSIONS**

### **2.4B.1 REGULATION - DEFINITION**

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### **PARENTAL PERMISSION**

- Parents/Caregivers are to give or deny permission for Special Outings and Excursions each and every time such an outing occurs.
- A parent not wishing their child to go on a trip, will be given an alternative option, which would usually include having the child cared for at the Centre, but may mean that alternate arrangements for your child's care for the day may have to be arranged by you.
- Full details of the trip will be given on the Special Outings and Excursions Form.

- The Special Outings and Excursions Form will include a Risk and Safety Assessment for the particular trip, along with the standard Special Outings and Excursions Risk and Safety Assessment.
- Parents must sign the permission slip with a full understanding of the trip. It is the parents responsibility to seek clarification before they sign their trip permission slip, if they are unclear about any aspect of the trip.

## **SPECIAL OUTINGS & EXCURSIONS PARAMETERS**

- Any trip outside of the parameters of a Regular Outings and Excursions will be deemed a Special Outings and Excursions.
- Any trip requiring the use of a motor vehicle will be deemed a Special Outings and Excursions.
- Every Special Outings and Excursions will have a designated 'Person Responsible' who plans, executes, and is responsible for all aspects of the trip.
- Ratios for each trip will be determined on the safety requirements of the children. (For example a trip involving water would require a 1:2 ratio). In general the ratio will be 1:5 for Over Two's and 1:4 for Under Two's if they are in prams and push chairs or 1:2 if they are walking.
- A trip can only proceed if the stated ratio is met. Parents, students, or volunteers can be used to meet the required trip ratio.
- A copy of the Special Outings and Excursions Form and a list of the children (and adults) who have gone on the trip will be left at the Centre, along with any other pertinent details.
- Children will be clean and tidy before leaving the Centre – clean faces and hands and toileted (with pull-ups on children who may need them)

## **STANDARD RISK & SAFETY ASSESSMENT FOR SPECIAL OUTINGS & EXCURSIONS**

### Child & Adult Safety

- All children & adults must abide by the Centre Policies and Practices and any other instructions given by the 'Person Responsible' or staff at the trip destinations.
- The trip ratio must be adhered to.
- All children will be assigned to the specific responsibility of one adult.
- Children can not be swapped with another adult without the permission of the 'Person Responsible'.
- It is the assigned adults responsibility to know at all times where their assigned children are and ensure their safety.
- All adults will be given a briefing before the trip and at intervals during the trip, as necessary.
- Adults must discuss with the 'Person Responsible' if they are wanting or needing to do something different to what has been planned.

### Bus Safety

- Adults must ensure that children are seated at all times.
- Adults must ensure that there are not too many children per seat.

- Adults are to space themselves evenly amongst the children.
- If the back seat is used, an adult must be seated in the centre.
- Children and adults are not to get off the bus until the 'Person Responsible' has given the OK to do so.

#### Car Safety

- Drivers must have a fully endorsed and 'clean' Drivers License and obey the NZ Road Code.
- Drivers must ensure the Registration and WOF is up-to-date on the vehicle they are driving.
- Drivers must ensure children in their car are in a car seat and wear their safety belt at all times.
- Drivers must follow the prescribed route, and may not make any unscheduled stops.
- Each car must have a mobile phone
- If a breakdown occurs, drivers should immediately contact the Person Responsible. They should ensure children remain in the car (assuming it is safe to do so), while a plan of action is determined. Drivers must then follow that Action Plan or re-contact the Person Responsible.
- Drivers must ensure children do not exit their car until instructed to do so.

#### 'Person Responsible'

The 'Person Responsible' must ensure that:

- They do not have any children designated to themselves.
- Children with challenging behaviours are assigned to a Permanent Staff Member or their own parent.
- Regular roll calls and head counts are completed.
- At all times they have all the appropriate information required (including trip details, list of children and adults, and driver mobile phone numbers), near at hand.
- They keep all staff and other adults (including those staff left back at the Centre) informed during the progress of the trip, especially with any changes that may occur.
- A mobile phone and First Aid Kit is available at all times, and that they know which adults have First Aid Certificates.
- They take responsibility for and make any decisions required

#### **SPECIFIC RISK & SAFETY ASSESSMENT FOR SPECIAL OUTINGS & EXCURSIONS**

- A Risk & Safety Assessment will be completed to cover the particulars of each trip.
- This will be detailed on the Special Outings and Excursions Form.
- This may include a form from the destination, detailing their assessment.

## **OPTIONAL PROGRAMMES**

- Any programme that involves an “outing or excursion”, like the Gym Programme (which is held at an offsite Gymnasium), will have its own information form, risk & safety assessment, and permission slip.

## **ADDITIONAL**

- First aid requirements are met in relation to those children and any children remaining at the premises.

**Created: November 2013**