

Playcentre Aotearoa's Excursions Procedure



Education (Early Childhood Services) Regulations 2008, 46 (1a), (1b)

Licensing Criteria for Centre-based Education and Care Services 2008

HS17: Whenever children leave the premises on an excursion:

- assessment and management of risk is undertaken, and adult: child ratios are determined accordingly.
 Ratios are not less than the required adult: child ratio;
- the first aid requirements in <u>criterion HS25</u> are met in relation to those children and any children remaining at the premises;
- parents have given prior written approval to their child's participation and of the proposed ratio for:
 - i. regular excursions at the time of enrolment; and
 - ii. special excursions prior to the excursion taking place; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.

When children leave the premises on a regular or special excursion, the excursion must be approved by the Person Responsible.

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;
- the written permission of a parent of the child is obtained before the travel begins (unless the child is travelling with their parent).

Item	Procedure
1.0	Clarifying the two types of excursions in a Playcentre Aotearoa context:
1.1	Regular excursions, which are planned on the spur of the moment, during the session or during the session set-up. These excursions generally remain within the immediate local community of the Playcentre, and do not involve travel in a private vehicle. A regular excursion could involve one or two children and adults, or all the children and adults on session, and could be within sight and hearing of the centre, or could be at a greater distance from the centre. Whānau give approval for this type of excursion on the enrolment form. If the centre holds a regular outdoor session, and the parent agrees to the risks of this excursion at the time of enrolment it would be considered a regular excursion, even if at a further distance
1.2	Special excursions, are planned in advance of the session. These excursions generally involve the whole session or the whole Centre, in an excursion beyond the local community. Whānau give approval for this type of excursion each time and prior to the excursion taking place.



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2.0

Flowchart of steps:

Playcentre Aotearoa Excursions Form

Top section of form MUST be completed <u>prior</u> to the trip.

Playcentre Aotearoa Risk Assessment and Management (RAMs) Form

MUST be completed <u>prior</u> to the trip.

N/B You may have pre-populated forms for regular excursions.

Notification

Ensure Centre members and the Regional Office are provided details (with notice) of upcoming excursion*

*If a regular excursion skip this step

On the day have **Playcentre Aotearoa Excursions Form** completed in <u>FULL</u> with **Playcentre Aotearoa RAMs Form** attached for review by caregivers.

Check the excursion has...

Ratios and licensing requirements met

1 adult to 5 children as a minimum, with higher ratios depending on the risks*

First Aider

Ensure a person holding a current First Aid certificate is present at all times on the excursion*

- * If some centre members are remaining at the centre
- a) ensure both the group remaining at centre and that leaving have a first aider present
- b) ensure both groups have a minimum of 2 adults present and meet required adult:child ratios for the risks
- c) ensure a Course 3 or above (Person Responsible) is aware of the excursion, but people with the Person Responsible qualification requirements do not need to be present on the excursion. They should be in the most appropriate location and you must meet qualification requirements for the session overall.

Travelling in Motor Vehicles

- Tamariki travelling with anyone other than their whānau must have signed permission to do so – obtained on Playcentre Aotearoa Excursions Form.
- Adult: child ratios are maintained within each vehicle.
- Tamariki are restrained as required by legislation.
- Vehicles must have a current WOF and Registration.
- Drivers must have a current Full driver's licence. If driving on a restricted or learner license the rules of that license must be followed, and the driver may only transport their own tamariki.

Communication systems

Ensure there is a communication system in place, so people know where the tamariki are, and adults can communicate with others as necessary.

- Ensure all parents with participating tamariki are aware of contact person on the trip and inform them of the contact phone number of the contact person on the trip.
- 2. For a special excursion: Ensure Regional Office has been emailed with the basic details of the excursion such as date, time, destination,
- 3. At the time of excursion: Leave a notice on the door/ gate at Centre giving details of excursion and time of return. Ensure the contact person on the trip remains available on the contact phone number provided above

Identification/ Head count

- 1. Ensure tamariki wear identification labels that includes the Centre name and phone number that will be answered during the excursion. NZ Police recommend that children's names are not included on these labels.
- 2. Regular head counts or roll calls of tamariki and adults should be undertaken during the excursion.



9.7 Excursions Procedure
Reviewed and Updated: June 2023
Revision: 3 Next Review: June 2024

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RESOURCES

 $\underline{\text{https://www.nzta.govt.nz/safety/vehicle-safety/safety-belts-and-restraints/child-restraints/using-child-restraints-in-new-zealand/}$

HISTORY OF DOCUMENT

Revision Number	Detail of Change made
2	Editorial
3	Editorial

REFERENCES

Playcentre Aotearoa Health and Safety Policy

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Centre-based Education and Care Services 2008

New Zealand Transport Agency – Factsheet 7

Land Transport (Road User) Rule 2004



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