Excursions Procedure

Licensing criteria for Early Childhood Education and Care Centres 2008 (as amended 20 April 2026): HS113, HS114

There are two types of excursions that may take place within Playcentre

Regular excursions: Excursions that parents have agreed to at the time of their child's enrolment, or subsequent to it, that are part of an ongoing planned and consistent routine of education and care.

They are often planned on the spur of the moment, during the session or during the session set-up and 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 walking distance from the centre.

Whānau give approval for this type of excursion on enrolment by signing the Regular Excursion Parent/Caregiver Acknowledgement Form once. Each regular excursion destination will have its own Acknowledgement Document. Parents will be required to sign each form once to provide permission for their Tamariki to participate in regular excursions. Any significant changes to location, ratios, or permanent risks will require an updated signature.

A Risk Assessment and Management (RAMs) Form is completed and available for each individual regular excursion, this document is a 'living' document and should be updated immediately to reflect any changing local risks as they occur and parents immediately notified. It must be formally reviewed no less than once per term as part of a centre's termly hazard management processes.

Special excursions: Excursions that parents have agreed to prior to the excursion taking place, that are not a regular excursion.

These excursions generally involve the whole session or the whole Centre and is usually an excursion beyond the local community and is planned in advance of the session.

Whānau give approval for this type of excursion each time and prior to the excursion taking place.

If the centre holds an outdoor/explorer/specialized session, it is considered a special excursion, RAMs can be duplicated from previous excursions with consideration for changing risks. Whānau will sign in on arrival and times of departure noted.

Resources

Requirements for using child restraints | NZ Transport Agency Waka Kotahi
Child restraints (Factsheet 7) | NZ Transport Agency Waka Kotahi

References

Playcentre Aotearoa Health and Safety Policy Education (Early Childhood Services) Regulations 2008
Licensing Criteria for Centre-based Education and Care Services 2008

Excursions Procedure

REQUIRED FOR LICENSING

Licensing criteria for Early Childhood Education and Care Centres 2008 (as amended 20 April 2026): HS113, HS114

Playcentre Aotearoa Excursions Form

PRIOR to the trip the top section of form MUST be

1. Completed,
2. Signed off by the Person Responsible & Area Lead, who will update Area Office

Playcentre Aotearoa Risk Assessment and Management (RAMs) Form

MUST be completed PRIOR to the special excursion.

N/B You will have a pre-approved RAMS for regular excursions.

Notification

Regular/special excursions will be pre-approved by Area Leads, who will advise the Area Office (which means that you don't have to providing you have your confirmation of approval). Please advise Area Office if a planned special excursion is cancelled/changes at all.

On the day

1. Review **Regular Excursions Form for any changes in circumstances, communicate to whānau as necessary.**
2. **On arrival at location, PR designates person with RAMs to do a sweep of venue to evaluate/identify risks on the day.** Hold a safety briefing to review **RAMs Form** with caregivers to ensure robust risk assessment/mitigation. If risks unmanageable cancel trip.

Ratios and licensing

a. A Person Responsible is in attendance
b. 1 adult to 5 children as a minimum
OR/
c. Higher ratios depending on the risk i.e. 1:1 in water, 1:2 near water

First Aiders

Ensure a person holding a current First Aid certificate is always present on the excursion

Travelling in Motor Vehicles Special Excursions Only

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

If some centre members are remaining at the centre:

a. ***Regular Excursion*** *- The person responsible (PR) considers risks to determine which group most requires their support.*
b. ***Special Excursion –*** *The person responsible must be with the group attending the special excursion.*
c. *Ensure both the group remaining at centre and that leaving have a* ***first aider present.*** *The first aider of the group without the PR must fully understand their role and responsibilities.*
d. *Ensure both groups have a minimum of 2 adults present and* ***meet the required adult: child ratios*** *for the risks.*
e. *You must meet the session's* ***overall qualification requirements*** *(including those for quality funding).*

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

1. Ensure all parents with participating tamariki are informed of the contact person/phone number while on the trip.
2. **For a special excursion:** Ensure that the contact person/phone number has not changed from that which was previously approved; if so, you must notify your Area Lead of the change
3. **At the time of the excursion:** Leave a notice on the door/ gate at Centre giving details of the excursion and time of return. Ensure the contact person on the trip remains available at the contact phone number provided.

Identification/ Head count

1. Ensure tamariki wear identification labels that include 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.

Missing/Lost Children

If a child is left behind or goes missing during an excursion, gather group together for supervision of tamariki. Initiate response and, if necessary, contact Police. Always inform Area Office to enable them to report as needed.