



1.11 Excursions and Travel Procedure

Linked Policy: Health, Safety and Wellbeing Policy

Classification: Health, Safety and Wellbeing

Applies to: All employees

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

To ensure effective procedures exist to provide for the safety of children on kindergarten excursions in terms of the Education (Early Childhood Services) Regulations 2008 and the Licencing Criteria.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate with whānau in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Compliance

All excursion documentation must meet the full requirements of the 2026 Licensing Criteria, including record-keeping, permissions, ratios, risk assessments, and transport compliance.

Roles and responsibilities:

Classification	Description and Required Action
Kindergarten Leaders/Kindergarten Leader	Ensuring that all requirements for excursions have been met including the completion of a comprehensive Risk Assessment, prior to submitting an Excursion Form and Risk Assessment and Management Plan (RAMS) to their KSL Ensure that if some children remain at the kindergarten, that the adult: child ratio at the kindergarten remains correct.
Kaimahi	Ensure the Health and Safety of all tamariki, whānau and kaimahi travelling to, during, and travelling from the excursion.
Kindergarten Support Leads (PPL, H&S Lead, Operations Lead or Specialist Support Lead)	Ensuring that an Excursion Form and RAMS is received and approved for ALL definitions of excursions.



Definitions:

Classification	Description and Required Action
Regular Excursions	Excursions that happen on a regular basis and are limited to short outings within walking distance from the kindergarten e.g. weekly visits to the library, school visits, sports facility.
Spontaneous Excursions	Excursions that are 'of the moment' and are limited to short outings within walking distance of the kindergarten e.g. to watch a digger at work, to buy ingredients for baking, to post mail etc.
Planned Excursions	Special or one-off excursions or outings that have been planned and have links to the programme. Planned excursions may or may not involve the use of transport.
Specialist programme excursions	Weekly, such as 'Bush/Forest Explorers' excursions

Rationale:

The Association recognises the value of excursions as an important part of a Kindergarten's programme. They are an excellent way of making links with the local community and environment and provide opportunities for the curriculum outside of the kindergarten.

Adult to Child Ratios:

All excursions will observe the following ratios: (this is to include children attending who are not on the kindergarten roll)

- a minimum of one adult for every four (1:4) children over 2-years of age
- a minimum of one adult for every two (1:2) children under 2-years of age
- a minimum of one adult for every two children (1:2) (of any age) if near water, this includes visiting a beach/river or riding on a public ferry
- a minimum of one adult to one child (1:1) if the children will be in the water or in a small boat or similar vessel (excluding public ferries)

Planning:

1. Excursions of all classifications will be planned by the individual kindergarten considering their unique community, their environment and their local curriculum.
2. As noted in the Licencing Criteria, there must be a record of all excursions that includes:
 - a. the names of all adults and children involved.
 - b. the time and date of the excursion.
 - c. adult:child ratios.
 - d. how ratios will be maintained at the kindergarten.
 - e. the location and method of travel.
 - f. completed risk assessment and management process.
 - g. evidence of parental permission and approval of adult:child ratios, location and method of travel for regular and special excursions.
 - h. the signature of the Kindergarten Leader giving approval for the excursion to take place.
3. A RAMS must be in place for all excursions, signed by the Kindergarten Leader and forwarded to the Kindergarten Support Leads.
 - a. For regular and spontaneous excursions these must be completed annually at the beginning of the year.



- b. For planned and specialist programme excursions these must be completed on a case-by-case basis.
4. Excursion Forms must be submitted (which include the RAMS) preferably two weeks prior to the excursion. However, some flexibility on this time frame may be available at the discretion of the KSL, to allow for kindergartens to take up opportunities at shorter notice.
5. When planning an excursion, kaimahi must consider:
 - a. If whānau help is required and how many whānau are needed to assist
 - b. Any health or safety requirements for children and adults e.g. type of clothing, food requirements, medication.
 - c. In the case of a spontaneous excursion, who they will inform that the excursion is taking place or has taken place.

Kindergartens on school grounds

1. If a kindergarten is located on school grounds, the Kindergarten Leader, seeking to undertake spontaneous excursions onto the school's grounds may apply for permission to exercise flexibility around the adult to child ratios from their KSL (but not below minimum required by the Ministry of Education).

Whānau must have consented to children attending spontaneous excursions during the enrolment process.

Information about the excursion to be supplied to whānau at enrolment includes all the items listed in 2 above. This information must be provided to the KSL annually.

Any spontaneous excursions must be documented and whānau advised at the end of session that a spontaneous excursion took place.

Bush Kindy/Explorer Programmes

1. The kindergarten team will meet with their KSL to discuss the proposal for a Bush/Forest Explorers and visit the site together to ensure both parties have a shared understanding of the opportunities and risks the site offers.
2. A plan must be in place for the programme that specifically addresses all the items listed in 2 above, but will also include the following:
 - Access to emergency communication
 - Clothing and other equipment – what the kindergarten will supply and what is expected of whānau
 - How equipment/resources will be transported to the site
 - Toileting for children and adults
 - Food and refreshments
 - Environmental factors including sun, wind and rain
 - How children will be managed if they come across water
 - How the team will deal with the presence of members of the public
 - How the team will deal with the presence of un-restrained animals
 - How the programme will be evaluated
 - A communication strategy for whānau to understand the scope and purpose of the Programme.
3. The team will seek approval from appropriate authorities where necessary to:
 - use the area in question.
 - identify the authorities' expectations of how you will use it.
 - identify the team's responsibilities.





4. A detailed plan for the Bush/Forest Explorers programmes and a RAMS is to be signed by the Kindergarten Leader and submitted to the KSL. At the beginning of each calendar year an updated plan and RAMS will need to be provided by the Kindergarten Leader to the KSL.

Beach Explorer Programmes

1. The team will meet with their KSL to discuss the proposal for a Beach Explorers programme and visit the site together to ensure both parties have a shared understanding of the opportunities and risks the site offers.
2. In consultation with the KSL a decision will be made about the adult / child ratio. If next to water the ratio must be 1 adult to 2 children. If there is an intention that the children will go into the water, the ratio must be 1 adult to 1 child.
3. A plan must be in place for the programme that specifically addresses all the items listed in 2 above, but will also include the following:
 - Access to emergency communication
 - What clothing and other equipment that the kindergarten will supply and what clothing is expected from whānau.
 - How equipment/resources will be transported to the site.
 - Toileting for children and adults.
 - Food and refreshments.
 - Environmental factors including sun, wind and rain and tides.
 - How children will be kept away from the water, if a 1:1 ratio cannot be observed.
 - How the team will deal with the presence of members of the public.
 - How the team will deal with the presence of un-restrained animals.
 - How the programme will be evaluated.
4. The team will complete a comprehensive Risk Assessment and Hazard Management (RAMS) Plan.
5. A communication strategy for whānau is needed to ensure they understand the scope and purpose of the Beach Explorers Programme.
6. A plan for the Beach Explorers Programme and a RAMS Plan is to be signed by the Kindergarten Leader and submitted to the KSL. At the beginning of each calendar year an updated plan and RAMS will need to be provided by the Kindergarten Leader.

Whānau Notification

Regular and spontaneous excursions

1. The enrolment process allows Whānau will be given an opportunity to consent to their child being included in the regular and spontaneous excursions that the kindergarten might plan. whānau MUST be given the following information for these excursions as part of the consent process:
 - Destination of the excursion.
 - Ratio of adults to children.
 - Length of the excursion.
 - If whānau help is required and how many whānau are needed to assist.
 - Any health or safety requirements for children and adults e.g. type of clothing, food requirements, medication.
 - In the case of a spontaneous excursion, how they will be informed that the excursion is taking place or has taken place.
 - Signature of whānau granting permission to attend.





Planned and specialist excursions

1. Specific permission must be obtained from whānau for tamariki to attend a planned or specialist excursion. The information given to whānau **must** include:
 - Destination of the excursion.
 - The date of the excursion
 - Adult/child ratios to be used.
 - The type of transport to be used.
 - The number of whānau help required.
 - Any health or safety requirements for children and adults e.g. type of clothing, food requirements, medication.
 - Signature of whānau granting permission to attend.

Extraordinary visits to school grounds

1. If an extraordinary visit to school grounds takes place the excursion must be documented to include the following:
 - The date of the excursion
 - The names of all adults and children involved
 - Adult/child ratios to be used.
 - The number of whānau help.
 - The type of transport to be used.
2. At the end of the kindergarten session, whānau **MUST** be advised that the extraordinary visit to school grounds happened.

Transport

1. The following forms of transport are acceptable for excursions:
 - Walking
 - Charter transport
 - Public transport
 - Whānau transporting their own children
2. Travel by private motor vehicle is not an acceptable for kindergarten excursions, unless whānau are transporting their own children only.
3. All transport used must comply with the Land Transport Act 1998 and Land Transport (Road User) Rule 2004, as well as the Education (Early Childhood) Regulations 2008, the Children's Act 2014 and ECE Health and Safety Requirements.