



Operational Policies

7.25 Excursion, Travel and Explorers Programme Policy

Classification: Health and Safety
Applies to: All staff
Approved by: General Manager

Date: November 2023
Review Date: November 2025

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.

References:

- Health and Safety at Work Act 2015
- Licensing Criteria for Early Childhood Education and Care Services 2008
- Education (Early Childhood Services) Regulations 2008
- Kaitiaki Kindergartens Privacy and Confidentiality Policy (5.02)
- Kaitiaki Kindergartens Care and Protection of Children Policy (7.14)

Definition:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Service Leaders – are referred to as Service Leaders
- Kindergartens and Early Learning Centres – are referred to as services
- Professional Practice Leader – PPLs
- Operational Leader – OL
- **Regular excursions** – Excursions that happen on a regular basis and are limited to short outings within walking distance from the service 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 service 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 in advance and have links to the programme. Planned excursions may or may not involve the use of transport.
- **Specialist programme excursions** - Weekly ‘Bush/Forest Explorers’ excursions, etc.

Policy

1. The Association recognises the value of excursions as an important part of a service’s programme. They are a valuable way of making links with the local community and environment and provide opportunities for the curriculum outside of the service.
 2. The Association recognises that each service has its own unique community and environment that needs to be considered when developing excursion specific procedures.
-



Kaitiaki Kindergartens

3. Excursions will have an educational value and teachers will provide a rationale as part of the Excursion approval process.
4. All excursions will have an appropriate comprehensive risk assessment undertaken that addresses the specific hazards and risks likely to be encountered.
5. The Service Leader is responsible for 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 (RAMS) to their PPL and the OL.
6. An Excursion Form, including a Risk Assessment is required to be sent to the service's PPL and OL at least 2 weeks prior to the excursion's planned date. However, some flexibility on this time frame may be available at the discretion of the PPL and/or OL, to allow for services to take up opportunities at shorter notice.
7. The Service Leader will ensure that if some children remain at the service, that the adult: child ratio at the service remains correct.
8. Whilst in the care of the service, including outside of session hours, children shall have a minimum of two adults present at all times.
9. The following forms of transport are acceptable for excursions:
 - Walking
 - Charter transport
 - Public transport
 - Parents transporting their own children
10. Written permission from the parents/whānau for all children who are participating in an excursion is required. The provisions of Health and Safety HS17 and HS18 (where applicable) of the Licensing Criteria and Education (EC Services) Regulations 2008 shall apply.
11. All excursions will observe the following ratios: (this is to include children attending who are not on the service 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 boat or similar vessel

Procedures

1. On enrolment parents/caregivers will indicate whether their child can be included in the **regular and spontaneous excursions** the service might plan. Parents/caregivers will be shown the following for these excursions:
 - Destination of the excursion
 - Ratio of adults to children e.g. 1:4
 - Length of the excursion e.g. 2 hours



Kaitiaki Kindergartens

- If parent help is required and how many parents 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.
2. Teams will consult with their PPLs to develop procedures for **planned excursions** that includes evidence that the excursion has been approved by the Service Leader (Person Responsible) and the risk assessment and risk management plan for the excursion. In addition, the procedure will include how written approval is sought from parents for:
- Their child to take part in the excursion.
 - Adult/child ratios to be used
 - The type of transport to be used
 - Destination of the excursion
 - The number of parent help required
 - Any health or safety requirements for children and adults e.g. type of clothing, food requirements, medication
3. If a service is located on school grounds, the Service 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 PPL.

Information about the excursion to be supplied to the PPL at the time includes:

- Number of children
- Number of adults
- Details of the activity or event being attended
- Where on the school grounds the activity or event will occur e.g. inside hall, on netball courts etc
- When the excursion will occur and for how long
- Steps that will be taken to manage risk
- Any other information relevant to the excursion.

If approval is granted the excursion must be documented and parents advised at the end of session.



Procedures – Bush/Forest Explorers Programmes

1. Team will meet with their PPL 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. Team to develop a plan that specifically addresses:
 - Teacher/adult/child ratios and which teacher/s will participate
 - How ratios will be maintained at the service
 - How they will ensure that they have access to emergency communication
 - Clothing and other equipment – what the service will supply and what is expected of parents
 - How they will get there
 - How they will get equipment/resources 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
3. The team will complete a comprehensive Risk Assessment and Hazard Management (RAMS) Plan.
4. They will develop a communication strategy for parents to understand the scope and purpose of Bush/Forest Explorers Programmes.
5. 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; and
 - identify the team's responsibilities
6. A plan for the Bush/Forest Explorers programmes and a RAMS Plan are to be submitted to the PPL for the kindergarten for approval. Approvals will be given on an annual basis. At the beginning of each calendar year an updated plan and RAMS will need to be provided by the Service Leader.



Procedures – Beach Explorers Programmes

1. Teams will meet with their PPL 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 PPL 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. Teams are to develop a plan that specifically addresses:
 - Teacher/adult/child ratios and which teacher/s will participate
 - How ratios will be maintained at the service
 - How they will ensure that they have access to emergency communication
 - What clothing and other equipment that the service will supply and what clothing is expected from parents
 - How they will get there
 - How they will get equipment/resources 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 parents 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 submitted to the PPL for approval. Approvals will be given on an annual basis. At the beginning of each calendar year an updated plan and RAMS will need to be provided by the Service Leader.

Signed:

Tara Solomon
General Manager

Date: 5/4/24

Endorsed by the Kaitiaki Kindergartens Board at the Board Meeting of 6 March 2024