



WANAKA PRESCHOOL – Kererū & Korimako Rooms

Excursions Practice

DOP: 1d, f, 5a, 6, 10a

Early Childhood Regulations Part 3: 27, 1a, 1b, 1c

Traffic Regulations 1976: 29a

Rationale: Excursions are a valuable component of our programme. These may be short walks or extensive trips involving transportation. Therefore, when it is appropriate for either a small or a large group outing, they must be meticulously planned to ensure the experience is both positive and safe for the tamariki and adults who are involved. The Early Childhood regulations clearly define conditions for transporting children and gaining appropriate permission from their parents / guardian. We shall adhere to all regulations and the Traffic Regulations 1976 which relate to taking children away from the Preschool Premises and transportation of young children.

Objectives

- All excursions shall be planned to ensure that safety of the children is paramount, and we shall comply with the Early Childhood regulations.
- The adult/child ratios shall comply with the early childhood regulations or better where possible.
- The *Enrolment Form* seeks parent/whānau permission for their child/tamiti
 1. to be taken for walks by teachers in group
 2. to be taken to an alternative emergency location i.e. in the event of a civil emergency
 3. that written permission for motor transport excursions comply with the regulations and the Traffic Regulations 1976
- It is the responsibility of the parent/ whānau to advise the head teachers if their child is not to participate in any excursion.

Procedures

- All excursions shall be planned considering the following points:
 1. Safety issues relating to the proposed venue
 2. method of getting there
 3. To consider events that may occur whilst at the venue shall be considered and addressed before the excursion date.
 4. In most circumstances it will be important to consider including a First Aid kit, spare clothing, food and water, a cell phone
 5. Developing a hazards list for tamariki and adults to fit the type of excursion

- All children must have a signed permission slip for planned excursions. This does not relate to small groups going on a short walk.
- Arrangements for those tamariki who are not involved in the excursion shall be catered for. If there is only one child remaining, we shall negotiate with families to either keep them away for that period or arrange for them to be catered for at preschool.
- The preschool shall ensure that staffing ratios apply and that a full programme when a group of children remain at preschool.
- For short excursions to places like the Primary school or any location no more than 2 blocks away, we shall follow the Early Childhood Regulations. For excursions further than this, we shall work towards a maximum of 1:4 but preferably 1:2 or 3.
- Where possible, 2 adults will accompany children on any short walks. Staff rotation must always occur for all small group excursions.

Travelling in Vehicles

- It is our preference to not travel in cars.
- For whole group excursions, it would be more appropriate to take a bus.
- If private vehicles are to be used, the head teachers must ensure that the vehicle has meet all road safety standards, has a current Warrant of Fitness, age appropriate child restraints and that the driver holds a current drivers licence.
- When travelling in private vehicles, there will be 2 adults, the driver and a passenger. All tamariki shall be restrained in child safe restraints
- All care must be taken by the driver, if in any doubt the kaiako is to do their best to correct this. In the event that this is not possible, then the best course of action would be to stop the car and get out.

Walking

- Kaiako to provide an explanation about what behaviour they require from the tamariki. If outside adult assistance is to occur, they also must hear the same message. Kaiako to ensure that the tamariki understand what is being relayed to them.
- Kaiako to consider the group dimensions and consider how they will work together as a small group.
- Road safety rules must be adhered to, kaiako to turn this into a learning experience.
- Absolutely **no running** across roads.
- Kaiako to encourage tamariki hold hands.
- When taking the children on a short walk such as to the school, the adult – child ratio of 1:5 is sufficient.

Administration

- One teacher shall be appointed as responsible for the planning of particular excursions. They shall ensure that all administration is completed. This will consist of the following:
 1. Check the venue prior to the excursion for any hazards to determine if the venue is suitable for young children first.
 2. Individual notices shall be put into children's blue pockets at least one week in advance. This notice will advice of dates, destination, travel arrangements, what the children will

require, seek parental / adult assistance, have a written parental approval component that will returned to Preschool.

3. The teacher shall ensure that all Consent Forms are returned for filing, that we have sufficient adult supervisors, and that a roll is printed that provides a space for adult supervisor to sign as proof of their presence.
4. Ensure that any money for excursion expenses is collected and accounted for.
5. Develop a list of adults and children they will supervise. The mix of children should be reflected in the
6. Ensure that all children and adults are introduced to each other before leaving Preschool.
7. Ensure that the whole group is provided with instructions concerning safety, supervision and any other requirements pertinent to individual excursions.
8. Ensure that the excursion checklist has been completed and all necessary resources are packed and ready before leaving Preschool.

Excursion

The teacher in charge shall be responsible for ensuring that everyone is kept informed about any details of safety are complied with at all times. They can delegate responsibilities to teachers. Before departing the venue, a roll call shall be taken. Supervisors will be reminded of their responsibilities if necessary.

The excursion will be abandoned if safety is likely to be compromised.

Amended 18th July 2007