**OTTAWA GARDEN’S PRESCHOOL & NURSERY**

**Outings/Excursions and Travel Permission Policy**

**Background Information**

HS18 Evidence of parental permission for any travel by motor vehicle.

HS17 A record of outings or excursions;

The names of adults and children involved:

The time and date of outing

The location and method of travel Assessment and management of risk Adult:chilld ratios

Evidence of parental permission and approval of adult: child ratios

**Purpose**

Safety is of paramount importance when leaving the Centre. To ensure everyone’s safety all precautions will be taken to ensure an excursion where motor vehicle transport will be used is a safe and well planned experience for all involved.

As part of our programme to support children’s strengths and interests we on occasions may take children on short walks or excursions. Planned or spontaneous excursions stimulate children’s understanding and awareness of our community. It is essential that these excursions are planned for and carried out in a manner that promotes safety for teachers and children involved.

**Procedures**

Permission is attained via the enrolment form for short walk excursions;

If necessary parents/caregivers/volunteers/students will be asked to come on an excursion to maintain a ratio of 1 adult to 4 children for over 2 year old children and 1 adult to 2 children for under 2 year old children.

For planned excursions, permission advice will be sent home that includes information on transportation to be used, adults and children involved, date, time, place and ratios as well as any additional information pertaining to the excursion;

Name tags/stickers giving centre name and phone number to be worn by all children;

Travel by public transport is preferred but where private motor vehicles are used the Head Teacher shall ensure that:

* The ratio’s are met which is 2:3 for over 2’s and 2:2 for under 2’s
* A minimum of 2 adults per vehicle where a non staff member/parent helper will be driving
* the requirements of Education (Early Childhood Services) Regulations 2008 are met
* vehicles used by parent’s/whanau have current registration and warrant of fitness
* each driver holds a current driver’s licence for the class of vehicle used
* all LTSA requirements are to be adhered to, e.g. carseats and seatbelts.

Parents/caregivers will be briefed as to their responsibilities while accompanying Centre children on an excursion;

A risk assessment form will be completed prior to the excursion which includes information on:

Purpose of trip and destination and what will happen during the trip, potential hazards ie. sun, dogs, road safety, information on how the potential hazards will be reduced/controlled and the adult:child ratio;

Rolls and a head count are to be taken before and during the excursion. A head count and a record of attendance are to be taken when ready to leave the excursion destination;

A notice will be displayed in the Centre foyer giving information on the trip destination, times and contact phone number;

Health practices to be maintained, eg the washing of hands before eating while on the excursion. Toileting of children on an excursion/trip will be done with two adults in attendance (one being a staff member) for the safety of the staff member and child;

Sunscreen will be applied prior to the excursion and during the excursion if necessary. Sunhats will be worn at all times when children are outdoors during the excursion experience.

A trained and registered teacher, with a current first aid certificate, is to accompany the children and staff on any trip. A First Aid Kit is to be taken on the excursion;

A staff member will remain at the Centre to supervise children who are unable to attend the excursion. This person will be a person responsible on the centre license. Adult/child rations for children remaining at the centre will be maintained in accordance with the Early Childhood Regulations 2008.

Date Adopted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date for Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Risk Assessment Form**

|  |  |
| --- | --- |
| **Person completing risk management plan** | **Signed** |
| **Where are the adults and children going** | **This is a spontaneous trip/Planned excursion therefore requiring permission** |
| **How will you get there?**  **Licence Number:**  **Registration number:**  **Sited current warrant of fitness:** |  |
| **Purpose of excursion** |  |
| **Potential hazards Example:**  Sun  Dogs  road safety  Holding hands  Children wanting to go to the toilet  Water | **How are we going to manage the hazard?**  Sun hats to be worn at all times by children and staff. Sunscreen to be given before and during a trip  An adult to walk in front of the children and one behind the children to ensure their safety and therefore the adult can approach the dog first  A teacher crosses with a small group checking both ways and holding hands across the road once it is safe to cross  Ensuring a staff member/parent help is holding the children’s hands and children holding children’s hands crossing the road and where needed until a staff member says it is safe to let go  A staff member will accompany children to the bathroom  Adult ratios are maintained around water 1:2 |
| **How will you reduce/control these** |  |
| **Adult:child ratio** |  |
| **Mobile number while on excursion** |  |
| **First aid kit** | **Yes/No** |
| **Names of adults going** |  |
| **Names of children going** | **Roll check before leaving and on return completed?** |

This form has been approved by the person responsible for the excursion and signed by the Centre Manager

This information is to be used to gain parent consent and a copy is to be left at the Centre.

This will be filled in for every spontaneous and planned excursion

Signed by Person Responsible\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by the Centre Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_