



Excursions Policy HS17/HS18

Rationale

At the YMCA community Early Learning Centre we recognise the importance of creating links with the community and wider world. Planned or spontaneous excursions are important for creating an understanding and awareness of our community. These excursions will be carried out in a way that minimises, eliminates and isolates all potential harm to ensure the safety of kaiako and children involved.

Te Whaariki

Belonging goal 1: Children and their whanau experience an environment where connecting links with whanau and the wider world are affirmed and extended.

Procedures

- * Consent for all spontaneous centre excursions within walking distance of the centre will be obtained and signed for on enrolment. Staff must seek permission from the Centre manager to undertake these excursions. This includes excursions around the main campus.
- * Written permission from families/whaanau must be obtained for children leaving the licensed premises where transport is required or near water.
- * Parents will be notified of any excursions planned for the children via the whiteboard at the front door.
- * A first aid kit, water, any essential medication, a cell phone and all other necessary supplies are taken on all excursions. The centre backpack will hold a change of clothes, the excursion checklist and the names of teachers/children on the outing.
- * Kaiako will not deviate from the planned route, unless this route becomes unsafe.
- * Spontaneous excursions will include walking around the block (London st/Grey st/Parsons st/ Carlton Ave, playing at springvale park, walking to the forest walk on St Johns Hill (Parsons st/ London st), springvale garden centre (Devon road) and the pump track, Grey st/Ingestre st loop.



Procedures Continued

- * The names of all children/adults attending the excursion will be recorded in the centre excursion book. I.e. Venue, departure, return times of the excursion, location and method of travel, assessment and management of risk, adult:child ratio, evidence of parental permission, will be recorded in the centre excursion folder.
- * Kaiako will prepare the tamariki and any accompanying adults, before leaving the centre by explaining the safety rules and what to do if they get lost.
- * Children will wear appropriate clothing.
- * The person responsible is required to hold a current first aid certificate and early childhood certification.
- * Appropriate ratios will be maintained with consideration to children's ages and abilities. Ratios will not exceed government regulation. As a guideline no more than 1:4 for children under two's and no more than 1:8 for over two's. When out on a walk the ratio will be 1:4.
- * The centre will utilise the YMCA vehicles for excursions- please see vehicle policy.
- * The YMCA community early learning centre will have a specific risk assessment and management plan documented for regular excursions.
- * There should be at least two adults on each excursion, one of these adults must hold Provisional or full registration and also a current first aid certificate.
- * Parents may be asked to meet the cost of any special outings. Notice will be given of any cost involved.
- * Children are not permitted to go swimming or paddling in the sea, rivers, streams or lakes.
- * Excursions near water one adult: two children