

Policy Title: Excursions Policy

Classification: Teaching and Learning

Monitored by: Senior Teachers

Approved by: GM Professional Services

Effective Date: May 2022

Review Date: May 2024

Objective: To ensure children are provided opportunities to experience safe educational experiences outside the kindergarten.

Commitment: All excursions (planned or spontaneous) will comply with the Licensing Criteria for Early Childhood Education and Care Centres and New Zealand Safety Regulations. HCK is committed to giving children opportunities to go on excursions that are enjoyable, safe and offer learning experiences that link with the curriculum.

Related documents

- Excursions Procedure
- Excursion documents and forms (found on Storypark)
- Safe Driving Policy (when using private or Association vehicles on an excursion)
- Licensing Criteria for Early Childhood Education and Care Services 2008

Policy Detail:

An “excursion” is defined as any occasion in which the children go outside the kindergarten premises. This includes visits to schools, libraries, local walks, bus rides etc.

Excursions may be:

- Where all the children at the kindergarten are taken on a planned excursion
- Where a small group of children are taken on a planned excursion, either as a “one off” or a regular event, such as the library, local school or park
- Spontaneous, where a small group of children are taken outside the kindergarten to a location within walking distance, such as the post box, local shop or school.

Kindergarten staff will ensure that:

1. A ‘Person Responsible’ is identified from within the teaching team who is participating in the excursion, and another identified if some children are remaining at the kindergarten.
2. Senior Teacher approval is gained before children are taken on an excursion.
3. Children are only be taken on an excursion once the required documentation has been completed and parental/caregiver permission has been received.
4. The Excursions Procedure is followed at all stages of the excursion.
5. Parents/caregivers are informed about the excursion details (ratio, costs, times, venue etc).
6. Excursions are generally linked to the current programme. Participating caregivers and children will be made aware of the aims of the excursion and their part in it.
7. There are teachers trained in first aid on the excursion and if appropriate, also at the kindergarten.
8. Teachers will take an appropriate first aid kit with them on the excursion.

Ratios:

1. There must be a ratio of one adult to four children.
2. Where children have access to open water, the ratio shall be one adult to two children. Senior Teacher approval must be gained to change the adult:child ratio. Senior Teachers will consider the distance to the water and the purpose of the excursion before granting a change to these ratios.
3. Where children are going to places with crowds and/or heavy traffic teachers will consider the ratio required depending on these environmental factors. However, the ratio will not be less than 1:4.
4. Where private or Association vehicles are used, two adults must travel in each vehicle. However, if a caregiver is only transporting their own child/ren, this ratio does not apply.

Transportation:

1. Public transport will be used whenever practically possible.
2. The Safe Driving Policy applies if private vehicles are being used. A copy of the policy will be given to drivers.
3. The required documentation will be completed by both caregivers and drivers before transporting children in private vehicles.

Children not attending an excursion:

1. Where parental permission is not given, plans must be in place to provide a learning programme for the child/ren remaining at kindergarten. The ratio of adults to children at the kindergarten will include a trained teacher.

Review:

This policy will be reviewed biennially, in consultation with staff.