



## **Excursions and Travel Arrangements.**

**Purpose:** Excursions are important as they provide connecting links with the wider world for children, but may entail higher risks which are best minimised by careful planning and additional adults supervising. Parents should be aware of additional planned supervision, that their permission is required and know that they have the opportunity to withhold their approval.

### **Procedures**

- 1. Pre- Visit:** Staff must complete an application form for outings outside the approved local area. For spontaneous walks in the approved "local environment" teachers must know and carry out the "spontaneous walks" procedures. The level of risk must be assessed by the teacher in charge carrying out a "dummy run" of the outing. The required ratio of adults to children and the level of risk will be approved by the Team Leaders/Director, and notified to parents on the permission slip. There must be a "teacher responsible" on the outing and if children are remaining at the centre, a "teacher responsible" must remain at the centre as well.
- 2. First Aid:** There must be a first aid kit and staff member with a current first aid certificate on the trip and at the centre, if any children are not going. Children's special requirements will be identified and teachers must ensure that all their requirements will be met while on the trip or back at the centre.
- 3. Communication:** A mobile phone is to be taken on each trip. The number/s will be written on the trip application form.
- 4. Clothing:** All children should be clothed suitably for the weather conditions. In summer all children must have sunscreen and wear a sunhat.
- 5. Supervision:** Parents must be fully informed of their supervision responsibilities and teachers need to provide sufficient information about the children to ensure their needs will be met. (Consider using name tags). Full roll checks should be taken at least every 10 minutes. Buddy adult helpers with a staff member to ensure appropriate supervision.
- 6. Spontaneous / Local Area Walks:** Parents/guardians will be deemed to have given general written permission for walking excursions in the defined "local area", and acknowledgement of the procedure when they have signed the enrolment form. Spontaneous or regular outings involving less than 4 children do not require a "Person Responsible" on the walk, but must have been approved by a "person responsible". For local walks with more than 4 children there must be a "person responsible" on the walk and a "person Responsible" back at the centre. Definition of the local area: This area is any walk that does not cross over Yarrow or Tay Streets, (unless using the pedestrian crossing to get to the shops) and is within the boundaries of Bamborough and Derwent Streets, including Ascot Community School, the Athletics track and the Stadium. The pedestrian crossing on Isabella Street must be used if walking west.
- 7. Permission & Authority.** Parents are also deemed to have given permission on the enrolment form for travel for medical assistance and for other emergency situations

such as taking the child to and from school, kindergarten, or their home as requested by the parents.

**8. Special- Planned Trips.** The centre will, in addition to the general authorisation provided on the enrolment form, obtain written permission from the parent/guardian, prior to any planned trip- involving the use of motor vehicle in which the child is to travel, and for walking outside the defined local area. Teachers must check the Guidelines for Assessment of Risk, trip application forms must be completed, and permission slips returned by all parents. For outings in a motor vehicle, each child must be restrained as specified by the Land Transport Legislation and required adult/child ratios are maintained. The planned adult: child ratio will be specified on the permission form. Risks will be identified and planned for, and parents will be advised of the level of risk. Signature by the parent on this form will be deemed as acceptance of ratio and approval for trip. A record of the trip details with the description of the intended route will be left at the office. Parent helpers will have their role clearly explained and a copy of the guidelines of the trip given to them.

### **9. Ratios**

The planned ratio will be at least the legal minimum specified on the centre's licence, (not greater than 1:9 for over two year olds and 1:4 for the under two year olds.) The ratios will depend on the assessed degree of risk, availability of adults to assist, but will be at the least, the legal minimum. At least 2 adults are present when more than 3 children are being transported in a motor vehicle. Additional children (eg siblings) joining the excursion will be counted in the ratio and teachers from the centre will always make up the majority of adults on the trip. Student teachers are not included in the ratio.

### **10. Motor Vehicles**

- a) The driver is to have a full Driver's Licence. The vehicle is to have current registration and warrant of fitness. Seat belts must comply with the Land Transport Act 1998.
- b) The driver is to adhere to all traffic regulations at all times.
- c) The "Teacher Responsible must check seat belts before departure.
- d) On a bus, children must wear seat belts if they are fitted; otherwise children must be seated at all times.

### **11. Outings on Foot.**

For walks other than in the local area the application form must be completed, listing the names of children going, staff accompanying (with Registered Teachers \*asterixed) and identified hazards noted and catered for. **Walking Bus:** Remember ALWAYS to have an adult at the front, an adult at the back and other adults spread amongst the group. If one stops, everyone stops. Litter bags, first aid, tissues and any other special requirements must be considered before heading off.

### **12. Staffing**

If the excursion is over the lunch break time, lunch will be provided for staff and adult helpers. A shortened catch up break may be provided when staff return to the centre. Staff and helpers are not expected to pay excursion costs.

### **References**

Clause 29A Traffic Regulations 1976, ECE Regulations 46- Health & Safety, Reg. 44  
Qualifications: Reg. 43- Curriculum Licensing Criteria HS17, HS18, HS25,