**Excursion Policy**

**Rationale**

To ensure all practical steps are taken to keep tamariki and kaiako safe during excursions away from Country Kidz licensed premises and adhere to the Licensing Criteria for Early Childhood Education and Care Services 2008 Criterion HS25.

**Objective**

To ensure all reasonable steps are taken to assess and manage risks when tamariki leave the learning premises on an excursion. To ensure Country Kidz adheres to and provides documentation of appropriate adult:child ratios, meets criterion HS25 with regards to first aid requirements, and there is written approval for all tamariki to participate, and communication systems are in place to ensure kaiako and whānau can communicate during any excursion.

**Policy**

Country Kidz provides a holistic approach to early childhood development and often that means interacting with our wider environment and community away from our turangawaewae. Our Centre endeavours to provide an environment in which tamariki are able to explore the wider world through appropriate learning excursions that are safe and the assessment of risks are mitigated as much as practicable. For the purposes of this policy, an excursion is defined as any time tamariki leave the licensed learning space of Country Kidz. This policy only extends to those excursions that occur within licensed hours (8.30am-3.30pm).

All Country Kidz excursions are planned in advance, taking into consideration tamariki ages, abilities, interests, and learning plans. Country Kidz learning community will participate in both regular excursions and special excursions. Regular excursions at Country Kidz are defined as an excursion to the Pump Track and within the fenced area of the Country Kidz carpark. These excursions can be planned for on the day providing the correct documentation is undertaken prior to the excursion and only tamariki that have express permission as part of their enrolment form participate. Special excursions at Country Kidz are defined as any excursion that is not a regular excursion and these must be planned for prior to the day of the excursion taking place.

Given our remote, rural location this will often involve the use of motor vehicles to transport our tamariki and kaiako, along with assisting whānau. Safety is paramount when Country Kidz undertakes an excursion and this includes the transportation of our tamariki. The kaiako acting as Person Responsible for a given excursion will also be responsible for the transportation and safety of the same. The Person Responsible will be accountable for maintaining the excursion ratios during transportation and that all assisting drivers are accompanied by a police vetted kaiako or committee member. Country Kidz Motor Vehicle Transport Policy provides further guidance with regards to excursions that require motorised transportation as part of the undertaking.

**Implementation**

The following protocols are used at Country Kidz with regards to undertaking an excursion and the documentation of assessment and management of the same that occurs before an excursion can take place.

* Risk management documentation for all excursions will be the responsibility of the Person Responsible and must include, but not be limited to, location, date, time, duration, transportation arrangements, health and safety risk mitigation, adult:child ratios, first aid requirements, written parent approval, and appropriate excursion communication systems.
* Risk Assessment and Management (RAM) will be undertaken by the Person Responsible covering, but not limited to, potential hazards, assessment of risks, and the control measures that will be implemented. Factors might include transportation safety, supervision ratios, environmental risks, communication protocols, and any special requirements of children with specific needs. Kaiako take account of injury prevention in the planning, design, and delivery of all excursions to ensure the appropriate assessment of risk to health and safety and tamariki wellbeing has been analysed and mitigated as much as possible.
* The Centre Manager analyses the Risk Assessment and Management documentation for hazards, accidents, illnesses, injuries, and incidents prior to any excursion taking place and the aforementioned documentation must be signed off by the Centre Manager for the excursion to have approval to go ahead.
* All Country Kidz employees are trained in excursion assessment, management, and delivery as part of their induction process.
* Parental/Whānau consent forms are obtained for all tamariki participating in an excursion that is not a regular excursion, ensuring that parents are informed about the purpose, destination, mode of transportation, and the risk management assessment of the excursion.
* Country Kidz employs at least a 1-25 ratio for First Aiders onsite and this extends to excursions.
* Country Kidz provides and maintains first aid kits that are carried on all excursions outside of our learning environment.
* An Administration of Medicine register records all medication administered whether that be external or internal for all Ministry of Education medication categories during any excursion.
* Country Kidz Health Policy provides guidelines for the treatment and wellbeing of tamariki who present with an infectious diseases, illnesses, and or injuries whether in licensed premises or during an excursion.
* All injuries, illnesses, and incidents on excursions are recorded, even if only minor injuries are sustained. Records of the aforementioned are maintained and securely stored for two years after the incident, illness, or injury. However, if the injury or incident requires notification to Worksafe New Zealand under the Health and Safety at Work Act 2015, the resulting documentation will be stored for five years.

*Aligns with:*

*Licensing criteria for centre-based ECE services as amended 1 January 2022*

*Education (early Childhood Centres) Regulations 2008*

*Health and Safety at Work Act 2015*

*County Kidz Child Protection Policy*

*Country Kidz Medical Administration Policy*

*Country Kidz Medication Policy*

*Country Kidz Injuries, Illnesses, and Incidents Policy*

*Country Kidz Health and Safety System*

*Children’s Act 2014*

*Country Kidz Enrolment Form*

*Country Kidz Nappy Change Policy*

*Country Kidz Motor Vehicle Transport Policy*

*Country Kidz Health Policy*

*Country Kidz Strategic Plan 2022-25*

*Statement of National Education and Learning Priorities*

*Our code, our standards – Code of professional responsibility and standards for the Teaching Profession*

**Review**

Review when there is a significant change to legislature or as part of the annual management plan.

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| **Authorised:** |  |
| **Date:** | May 2023 |
| **Next Review:** | Add to Annual Management Plan for May, 2024 not withstanding a change in legislation or criteria |