

OUTINGS POLICY

Reference and Key Text

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

- **HS17:** - A record of outings or excursions. Records include –
 - The names of adults and children involved;
 - The time and date of the outing;
 - The location and method of travel;
 - Assessment and management of risk;
 - Adult: child ratios; and
 - Evidence of parental permission and approval of adult:child ratios, which may have been provided at enrolment for spontaneous or regular outings, as long as some general assessment of risk has been undertaken and information is provided to parents regarding the circumstances/rational of the outings.

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

- **HS18:** Evidence of parental permission for any travel by motor vehicle. In most cases, this requirement will be met by the excursion records required for criterion **HS17**. However, services that provide transport for children to and/or from the service must also gain written permission from a parent upon enrolment.

1. A walk or outing from the centre will always involve two staff members, no matter how small the group. No single staff member is allowed to leave the centre with a child or group of children. The only exception is when the Moa teacher, with written permission from the child's parent, takes child/ren to school for school visits.
2. A minimum staff ratio of 1 adult to 4 children will be adhered to on any visit or excursion from the centre.
3. Where there is any risk factor involved (near water, traffic) the staff/child ratio will be increased accordingly.
For a trip on the Earnslaw the ratio would be 1 adult to each 2 children. Each outing will be assessed according to the degree of risk, and the age of the children. The planned ratio will be the maximum, which will not be exceeded at any time when the children are on the excursion.
4. If outings involve travel by vehicle (bus) there will be a ratio of 1 adult to 2 children, with special care being taken getting the children in and out of the vehicle.
5. **No** Centre outing will involve travel by private cars. The vehicle outings will only be with an organized commercial bus/coach company.
6. Any walks or outings are to be recorded in the "Outings" folder stating:

Date	Length of time away
Time of Departure	Names of children going
Destination	Names of adults going
Route Taken	Reason for outing
Any costs to parents	Planned child: adult ratio
Expected hazards	

Details of Outings will be written up on the whiteboard outside the main doors.

7. A "walk" is spontaneous and parents will be notified when they pick up their child either verbally or by notice on the whiteboard outside the main door. (A walk could be to the shops, the park, down to the waterfront to feed the ducks).

8. An "outing" is planned and usually involves a longer period of time and/or transport away from the centre.

9. Permission for walks will be given/not given when parents sign the enrolment form.

10. For Outings parents will be sent a notice informing them of the arrangements:

Date	Length of time away
Time of Departure	Names of children going
Destination	Names of adults going
Route Taken	Reason for outing
Any costs to parents	Planned child: adult ratio
Expected hazards	How we will cope with the hazards

And will give written permission for their child to travel prior to any planned outing where transport by motor vehicle is likely. A signature by the parent on this form will be deemed to be written permission. Staff will not transport any child in a motor vehicle while that child is in the care of the Centre unless they have first ensured that they have the written permission of the parents or guardian. Faxed permission from the parents/guardians will be an acceptable form of providing written permission.

In case of an emergency this rule may be overlooked to seek medical advice.

11. Children unable to take part in the walk/outing will remain at the centre with normal staff/child ratios enforced.

12. For each outing/walk the first aid kit, medication (for children taking part) sun hats and sunscreen (when necessary) and drinking water (when necessary) will be taken.

13. At all times there will be a staff member, with a First Aid Certificate with the children on the outing and also one with the children back at the centre.

14. On all walks and outings each adult will be given a card with the names of the child/children they are responsible for. (If deemed necessary – when on a big outing and using Parent Helps - children will wear nametags). On arrival at the destination and before they leave to come back, the staff member in charge will check the children against the roll to ensure they are all present.

15. The Centre Office staff will always be at the Centre and will be able to inform parents of the group's whereabouts.

16. All the younger children who require the aid of a buggy or pram will be restrained with a safety harness.

17. On all outings from the Centre, staff will carry a mobile phone so they can keep in touch with the Centre, and for emergency use. The mobile number will be recorded on the Outings form.

18. If there are insufficient adults to meet the required ratios the walk/outing will be cancelled.

19. At all times during walks and outings all centre policies will be enforced.

20. This policy will be reviewed annually by the staff and committee.

21. The following authorization statement will be included in a outings notice (to be signed)

I hereby give permission for the Centre to take my child on the trip advertised with this notice and I approve of the adult-child ratio policy stated and ratio to be used on the trip.

Responsibility for Policy review: Manager

Who will be consulted: Committee, Parents/Whanau, Staff

Scheduled review: once every 2 years

Reviewed Jan 2008

Reviewed April 2010

Reviewed September 2011

Reviewed April 2009

Next Review: June 2012

Please indicate which hazards will/ may be encountered on the Outing, and how they will be managed:

	Traffic – road crossings	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher	1:4
	Steps	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher	1:4
	Water – lake, stream	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher	1:4
	Tourists	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher	1:4
	Dogs	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher, and not to touch and touch the dog – unless it is friendly and used to children.	1:4
	Wind	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher. If too gusty the Outing will be shortened or cancelled.	1:4
	Rain	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher	1:4
	Snow	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher; and that they have appropriate clothing and footwear on.	1:4
	Ice	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher; and that they have appropriate footwear on.	1:4
	Road works	Ensuring all children are either holding the hand of a teacher or the hand of a child beside the teacher	1:4
