

POLICY: 10 **Taking children on outings**

STATUS: Approved

DATE: November 2009

Date for review: October 2012

Rationale

This policy is to ensure the safety of all children on outings and those that remain at the Centre.

Permission

- At Greta Point Childcare centre the children go on two types of outings.
- The first type is those around the NIWA campus, these are deemed to be spontaneous visits and the parents/ caregivers give their consent for these on the child's enrolment form. These include visits to the local beach.
- The second type of outings, are those off campus and we will fully inform parents/ caregivers of these on a trip by trip basis getting signed consent for each outing. The information will include the destination, how many children will be going, the staff that are going, the staff:child ratio and the means of transport and whether parents need to provide a car seat.

Supervision

- Staff/child ratios for spontaneous outings on the NIWA campus will not exceed: Under twos' 1: 3 and Over two's 1:4.
- Staff/child ratios for planned outings shall not exceed 1:3 for all children.
- For planned outings away from the centre, we will use buses, taxi vans, private cars/vans, or the children will walk.
- When away from the Centre on planned outings, each teacher will be assigned up to 3 children and they will be responsible for their welfare and each child will have their own tag with centre phone number.
- En-route from the Centre, or from the vehicle to the destination children up to 18 months (sometimes older children) will be restrained in pushchairs.
- A fully qualified teacher with a current first aid certificate will always be in charge on outings. A minimum of 2 teachers will go on all outings.
- A first aid kit, medication, drinking water and individual cups and food, will be taken on all planned trips. The walk bag with a first aid kit, tissues, etc. will be taken on walks around the NIWA campus.
- Student teachers will help to improve any ratios but are not to be considered in the adult:child ratios.
- Parents who accompany their children will be included in the ratios.

- **Staff/child ratios for children remaining at the Centre**
- Staff/child ratios at the Centre are based on quality care.
- The ratios for children remaining at the centre will be Under two's 1:4 and Over two's 1:6
- There will always be a minimum of two staff remaining at the centre with any children.
- Sessions which are not full, or the inclusion of parents on the outing, may allow for more children to go at any one time. Parents are included in the adult: child ratio. Student teachers will help to improve any ratios but are not to be considered in the adult: child ratios.
- A fully qualified teacher with a current first aid certificate will remain at the Centre as the person responsible.

Travelling by bus

- When children travel in buses they will not be restrained in car safety seats; this meets the Land Transport Safety Authority regulations. Parents and guardians will be informed of this on the permission slip (which will be distributed 1 week before the trip).

Travelling by taxi van

- When children aged 2- 5 years travel in taxi-vans they will be restrained in car safety seatbelts, this meets the Land Transport Safety Authority regulations.
- For children aged under two years the child will be restrained in their own car seat. Parents and guardians will be informed of this on the permission slip (which will be distributed 1 week before the trip).
- As per the Education (ECC) Regulations 1998 there will be at least two adults in any vehicle carrying more than three children.

Travelling by private vehicle

- When children travel in private vehicles they will be restrained in approved car safety seats.
- As per the Education (ECC) Regulations 1998 there will be at least two adults in any vehicle carrying more than three children.

Getting in and out of the vehicle

- When disembarking from the vehicle children that will be travelling by pushchair will disembark and be restrained first. The older children can then disembark and the staff will take responsibility for their charges. The reverse will apply for entering the vehicle.
- Also refer to Policy 27 – 'Use of Staff Vehicles'.

Signed President: