

Excursion Policy

Rationale:

Excursions out of Small World enable children to develop and strengthen connections with their local community and to develop new understandings about the wider world.

Objectives:

- To ensure that excursions are purposeful and based on children's strengths, needs and interests.
- To ensure that excursions are appropriately planned and managed so that children's safety and well being are safeguarded at all times.
- To ensure that parents and caregivers are effectively informed about all aspects of the excursion and encouraged to participate if they are able.

Procedures:

- Excursions are planned each month by teachers in Rooms Four, Five and Six and irregularly by teachers in other rooms.
- Decisions about excursion destinations are made collaboratively by team members and based on children's observed strengths, needs and interests.
- All excursions must be approved by a member of the management team.
- Excursions on foot are restricted to Mount Hobson, Dilworth Avenue and MacMurray Road and are approved informally by a member of the management team before departure and generically by parents and families on the enrolment form.
- Excursions involving vehicular transport are approved formally in writing by a member of the management team and team leaders are responsible for completing and submitting the approval form at least two weeks prior to the date of departure.
- Written parent consent is required for all excursions involving vehicular transport and the form on which consent is given will detail the date, destination, mode of transport, ratios, expected time of departure and return, and purpose of the excursion.
- Excursions will not deviate from the destinations and plans detailed in the consent form.
- A full first aid kit will be provided for all excursions.
- Provisions (food, drink and water) will be provided as required.
- Sun safe strategies will be applied on all excursions.
- Rooms Four, Five and Six will have two paid excursions per year (excursions that involve a family fee are not considered 'paid' excursions)
- Families who participate on days they do not normally attend Small World are responsible for the supervision and transport of their children and cost of the excursion if it is 'paid' excursion.
- Excursions may be postponed at the discretion of management if a permanent teacher is away on the day.
- Minimum ratios will apply for all excursions as follows: Rooms Four and Six – one adult to every four children; Room Five – one adult to every six children;

Room Three – one adult to three children, Rooms Two and One – one adult to two children, Holiday programme – one adult to five children.

- A minimum of two adults will be present on any excursion.
- Management may insist on additional adults and improved ratios at their discretion.
- A cellphone will be taken on all excursions and team leaders will ensure that the phone number is given to a member of the management team prior to departure.
- A head count will be conducted prior to departure and before leaving the excursion destination.
- On excursions involving vehicles –
 - All drivers will have a full and current New Zealand driver's licence
 - All children will be restrained in an approved and appropriately fitted car seat
 - Children will not travel in the front seat of cars at any time
 - There will be a minimum of two adults in any vehicle carrying more than two children
 - There will be no more than twelve persons in the van at any time and the rear door of the van will be secured but unlocked during transit for emergency exit purposes
 - At least one adult in every vehicle will have a current first aid certificate