



EXCURSIONS POLICY

RATIONALE:

To ensure the safety in and around vehicles while travelling on a planned Centre excursion. Planned excursions stimulate children's understanding and awareness of our community and can be beneficial in the extension of current learning/interests of children. It is essential that these excursions are planned and carried out in a manner that promotes safety for any teachers and children involved.

TE WHĀRIKI

Belonging – Goal 1. Children and their families experience an environment where connecting links with the family and the wider world are affirmed and extended

PURPOSE:

To promote children's learning about and within the community and to ensure safety to all staff and children whilst on excursion travelling in a vehicle.

PROCEDURES:

- Parental permission for transportation of children to be recorded in enrolment form
- Each child to be in an age appropriate and safety approved car seat
- Each child seat is to be installed into vehicle according to safety regulations specific to the car seat
- The Ministry of Education Adult/child ratio is 1 adult to 5 children but here at Akoranga Preschool our ratio is 1 adult to 4 children, to be maintained at all times whilst out on an excursion
- Vehicle must have a current Warrant of Fitness and registration
- One qualified teacher and current First Aid holder to be present on each excursion
- RAMs form and Vehicle Travel Excursion Planning Form to be completed by teacher responsible for trip in consultation with other excursion attending adults and approved by management
- All drivers of vehicles must be fully licenced and over the age of 18 years

CONSULTATION:

With who? How? By when?

Consultation:

- Who? Families? Whanau
- How? Written and discussion
- When?

Date: February 2024

Review: February 2026