

Excursions Procedure

Special Excursions

- A special excursion requires a specific risk assessment and development of a management plan prior to the excursion because the environment and circumstances in which these occur will be different each time. This will be completed by the person responsible for organising the excursion.
- An excursion risk assessment form, a management plan (which will include a supervision plan), and an excursion planning checklist form will be completed and given to the Centre Manager and Director, for permission **2 weeks prior** to going on the trip. The notice to the parents will also be included.
- Once the Centre Manager and Director have signed the risk assessment forms then the notice can go out to the parents.
- The risk assessment form will be handed out to parents prior to the trip, together with a permission slip to be completed and signed **prior** to going on the trip.
- Permission from parents, via email or text, is acceptable.

Check List for all excursions

1. List of all adults and children attending.
2. A mobile phone is available for use.
3. An up to date first aid kit is taken, including personal medication.
4. Extra nappies and wipes are taken (change of clothes), if required.
5. Snacks and fresh water is taken, if required.

Motor Vehicle Travel

- All children are to be in restraints while traveling in a motor vehicle (which meets the joint NZ/Australian Standard AS/NZ 1754 see more details at the bottom of this procedure).
- The driver must hold a current NZ Full Drivers Licence.
- The motor vehicle the children travel in must have a current registration and warrant of fitness.
- Car seats used must be provided by the centre or the child's parent.

Supporting Volunteers/Parent Helpers

- Before leaving, the person responsible for organising the excursion will outline the management plan to volunteers/parent helpers, this will include:
 - toileting
 - food/drink
 - children's belongings
 - first aid
 - photo confidentiality
 - facebook confidentiality
 - what is expected from them in an emergency.
- Volunteers/Parent helpers will be reminded:
 - to actively supervise the children in their care, meaning being close enough to keep them safe at all times.
 - to stay with the group at all times unless they seek permission from the teacher responsible to leave.
 - provide their cell phone number
 - there is no smoking, alcohol, or other illegal drugs on any excursion

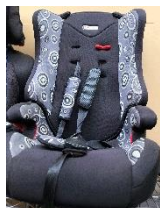
Little Magpies Van Excursions

- Anyone that drives the van must hold a current NZ full driver's license and be at least 25 years old.
- It is the driver's responsibility to:
 - check that the van has a current registration
 - check that the van has a current warrant of fitness
 - ensure the car seats have not expired
 - ensure the car seats have been put in the van as per instructions (see below)
 - ensure that any child travelling in the vehicle is correctly using an appropriate child restraint.

Van seat setup

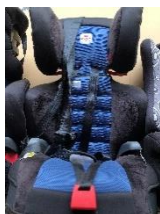
We have Edinburg booster seats and Highline booster seats with tether straps that are suitable for children.

Edinburgh Booster Car Seats



- To be used on seats with diagonal seat belts only.
- When using the Edinburgh booster seats for children less than 18 kg you need to weave the seat belt round the arm of the booster seat through the back and then back round the other arm before clipping in. The child then needs to be clipped into the harness.
- When using the Edinburgh booster for over 18kg, the diagonal seat belt fits across the child and the seat. The belt is held away from the child's face by using the red toggle on the back of the seat. Do not use the harness.

Hi Liner Booster Car Seats



- The blue Hi Liner booster seat goes in the middle at the back of the van as it has a longer tether strap. The grey Hi Liner booster seat goes in the middle in the front row of seats.
- The Hi Liner booster seats need to be tether strapped to the anchor bolt in the floor and the harness at the top needs to be clipped to the tether strap. The lap car seat belt needs to go across the child and through the harness. The harness clips in the middle of the booster seat hooks onto the seat belt.

Approved Child Restraints Include:

- Infant restraints for young babies (often called baby capsules)
- Restraints for older babies, toddlers and preschool children (often called car seats)
- Booster seats for preschool and school-aged children
- Child safety harnesses (used with or without a booster seat) for preschool and school-aged children.
- All approved child restraints display standard markings to show they are approved.
- As the driver, you are responsible for ensuring that any child travelling in your vehicle is correctly using an appropriate child restraint.
- All child restraints must meet an approved standard. This ensures a restraint's design and construction are laboratory tested under crash conditions.
- Look for a child restraint that shows a tick mark (indicates the restraint meets the joint New Zealand/Australian Standard AS/NZ 1754)

