

# Excursions Procedure

## Regular Excursions

- On enrolment parents will be required to give written permission for regular excursions.
- The Visiting Teacher will have completed a Risk Assessment and Management (RAM's) form, which will include a supervision plan, on any regular excursion **prior** to the excursion. The educator will continue to review and amend as required.
- A list of the educators regular excursions is available on our web page, and the RAMs form are available on request via email (admin@littlemagpies.co.nz), or a hard copy is available with the educator.
- Educators to record on the regular outings form and give to their Visiting Teacher at their monthly visit, or scan and email into the Office. This form will be filed in the office for future reference.  
To be recorded:
  - date of outing
  - location
  - method of travel and
  - time of excursion

## 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 organizing the excursion.
- An Excursion Risk Assessment Form, which will include a supervision plan, will be completed and given to the Visiting Teacher or Director for permission **prior** to going on the trip.
- These risk assessment forms will be handed out to parents prior to the trip, together with a permission slip for their signature.
- Special excursion travel permission slips to be completed, by the parents, and given to the Visiting Teacher or Office **prior** to going on the trip.
- Permission from parents, via email or text, is acceptable.
- Educators to record special excursions on the regular outings form, the same way they record regular excursions.
- Visiting Teachers will keep an attendance record to file in the office

## 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.

## 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)

