

14 POLICY: TAKING CHILDREN OUT OF THE CENTRE

Aim

To ensure children's safety on outings and excursions away from the centre and parental consent is obtained.

Reg 29a of the Traffic Regulation 1976

14.1 Excursion Planning

- 14.1.1 All outings and excursions planned will have a risk assessment to ensure appropriate adult: child ratios, parental consent and the Person Responsible approves the excursion.
- 14.1.2 Outings and excursions are an integral part of our programmes. They extend children's knowledge of their world and create new opportunities for learning. Safety is of paramount importance when leaving the familiar centre environment.
- 14.1.3 Parents will be informed at least 2 weeks prior whenever possible to an outing, by newsletter or by individual notices. Parent helpers will receive a detailed description of the expectations and responsibilities required of them during the excursion. In addition, the notice with full details will be available next to the class sign in sheet.
- 14.1.4 The teacher responsible will ensure that all parent help and travel arrangements are finalised prior to the excursion.
- 14.1.5 If plans change, parents will be advised by a notice next to the class sign in sheet or by phone or both. The teacher responsible will use their discretion as to which method will ensure that all parents are aware of the change of plan.
- 14.1.6 Late cancellations on the day of the trip will be on Radio Wanaka by 8.30am, and an email sent to parents.
- 14.1.7 If the trip is rescheduled, a new consent notice is required to be signed by parents unless a contingency date was advised on the original consent notice.
- 14.1.8 If the school is unattended, a notice on the main front door will detail where the children are, the time they departed, the expected time of return and a contact phone number.
- 14.1.9 If the trip departs from Montessori Children's House Wanaka (rather than parent/caregivers meeting at the venue), the teacher responsible will have a list of children and parents assigned to each child. For all children leaving from Montessori Children's House Wanaka and/or returning to Montessori Children's House Wanaka, the roll will be taken leaving the school, on arrival at the destination, on departure and on arrival back at school.

14.2 Preparation

- Children should be dressed appropriately for the trip clothing requirements will be highlighted on the consent form
- Provision of toilets will be considered, and children will be encouraged to visit the toilet before departing.
- On walking excursions high visible vests will be worn and road safety will be observed at all times.
- The designated backpack must contain a first aid kit, mobile phone, parents phone list, plastic bags, wipes, gloves, tissues, water and spare clothes and will be taken on all trips.

- If any child is on medication this will be taken by the teacher responsible along with the allergy book.
- In summer, sun hats are required and parents need to apply sunscreen prior to school. Teachers will reapply sunscreen as necessary.
- If possible parent helpers are to carry a cell phone and have the mobile number of the teacher responsible.

14.3 Risk Assessment

- 14.3.1 A excursion risk management plan must be filled out for all excursions. The excursion risk management plan must include the following requirements;

14.4 Ratios for trips (*centre ratio at all times must be maintained*)

Low Risk	Classroom	Ratio
	Casa	7 children to 1 adult
	Bambini	3 children to 1 adult

Medium Risk	Classroom	Ratio
	Casa	4 children to 1 adult
	Bambini	2 children to 1 adult

High Risk	Classroom	Ratio
	Casa	2 children to 1 adult
	Bambini	1 children to 1 adult

Excursions Close to Water	Classroom	Ratio
All classrooms 1 child to 1 adult		

Excursions by Bus	Classroom	Ratio
Where possible a bus with seatbelts will be hired		
	Casa	4 children to 1 adult
	Bambini	2 children to 1 adult

Excursions by Car	Classroom	Ratio
Children are only to travel in the back seat		
	Casa	2 children / 2 adults per car
	Bambini	2 children / 2 adults per car

- 14.4.1 For car excursions, the driver must ensure children are restrained in a car seat at all times (reg 29A of the Traffic Regs 1976). All cars must have a current warrant of fitness and all drivers are required to produce a current full driver's license. A copy of these will accompany the outing consent form.

14.5 Children unable to attend

- 14.4.1 If there are insufficient staff at Montessori Children's House Wanaka to supervise children not attending, a credit for the missed time will be given.

14.6 Parent permission

- 14.5.1 On enrolment parents sign to give permission for their child / ren to participate in excursions on foot, close to the school e.g. Kelly's Flat Reserve, Holy Family School and Wanaka Primary School. Parents also give permission for their child / ren to be transported by vehicle in an emergency. In all cases children must be transported in line with this policy. (*see ratios and other requirements*).
- 14.5.2 All excursions requiring the use of parent help require an outing consent form signed by the parents / guardian of the child / ren attending the excursion.