

	Policy
	Policy Category: HEALTH AND SAFETY
	Date Created: January 2017; Review Date: August 2026
	Policy Name: EXCURSIONS & TRAVEL ARRANGEMENTS (& Supporting Forms)

PURPOSE: Excursions are important for children as they provide connecting links with the wider community but may entail higher risks which are best minimised by careful planning and additional adults supervising. Parents should be aware of additional planned supervision, that their permission is required and know that they have had the opportunity to withhold their approval.

PROCEDURES

1. Pre- Visit:

- Discuss how the excursion links to the programme.
- Staff must collect an application form from the office for outings outside the approved local area. This form is to be completed and handed into the office for approval, along with a copy of the permission slip, and any other trip information. (Office will take copy of the initial application form for reference until all details completed and handed in)
- Staff should also request from the office a copy of the “day sheet” for the day of the planned trip. Use this day sheet to note which children might need to be asked to come in sooner or note that staff will need to stay behind for late arrivals, and to record who has paid/ completed permission slips etc. **Make sure you check at the office a couple of days before the trip for an updated day sheet as there may have been new enrolments.**
- The level of risk must be assessed by the teacher in charge carrying out a “dummy run” of the outing. (Admin time can be used for this)
- The required ratio of adults to children and the level of risk will be approved by the Team Leaders/Director and notified to parents on the permission slip.
- There must be a “teacher responsible/Teacher in charge” on the outing and if children are remaining at the centre, a “teacher responsible” must remain at the centre as well.
- Book the transport and put-up notices to remind parents of the trip.

2. The Day Before:

- Check all permission slips have been signed, and systems are in place for children not going on the trip.
- Phone parents to confirm “parent help” available.
- Phone any parents who have not completed their paperwork.
- Check first aid bag, cameras and centre phone (charged) – and assign tasks so all teachers know their role for the day.

3. The Day of the Trip:

- Check the update for absences and check roll & day sheet.
- Put a sign out on the day sheet advising parents where to go if they turn up late.
- Find out if any relieving teachers to be on trip and brief them on their responsibilities. Brief parents on their responsibilities for the trip.
- Hand a copy of the list of children going on the trip into the office, and the completed application form and note any who have not turned up so the office can be prepared if they turn up later. Make sure you know the number of children you are responsible for.
- Assigned teacher takes the cell phone and makes sure it is turned on ready for calls (number should be filled in on the application form)

4. After the Trip:

- Use the evaluation form to evaluate the trip at team meeting- what could be improved on- what worked well. Any policy changes that need to be advised to the office. File for reference if outing is to be repeated in the future.
- Hand permission slips into the office.

5. **First Aid:** There must be a first aid kit and staff member with a current first aid certificate on the trip and at the centre, if any children are not going. Children's special requirements will be identified, and teachers must ensure that all their requirements will be met while on the trip or back at the centre.
6. **Communication:** A mobile phone is to be taken on each trip. The number/s will be written on the trip application form.
7. **Clothing:** All children should be clothed suitably for the weather conditions. In summer all children must have sunscreen and wear a sunhat as per our SunSmart policy.
8. **Supervision:** Parents must be fully informed of their supervision responsibilities and teachers need to provide enough information about the children to ensure their needs will be met. (Using name tags/high vis vests etc). Constant roll checks should be taken for your group. Buddy adult helpers with a staff member to ensure appropriate supervision.
9. **Spontaneous / Local Area Walks:** Parents/guardians will be deemed to have given general written permission for walking excursions in the "local area", and acknowledgement of the procedure when they have signed the enrolment form. Signs will be displayed in the room of any children who have not been given permission to go on walks in the "local area". Centre procedure requires there must be a "person responsible" on the walk and a "person Responsible" back at the centre with any children that are not going on the outing. We also require at least 2 adults on any outing. Use the spontaneous walk form.
DEFINITION OF THE LOCAL AREA: This area is any walk that does not cross over Yarrow or Tay Streets, (unless using the pedestrian crossing to get to the shops) and is within the boundaries of Bamborough and Derwent Streets, including Ascot Community School, the Athletics track and the Stadium. The pedestrian crossing on Isabella Street must be used if walking west. For spontaneous walks out of the approved "local environment" teachers must know and carry out the excursion's procedures.
10. **Permission & Authority.** Parents are also deemed to have given permission on the enrolment form for travel for medical assistance and for other emergency situations such as taking the child to and from school, kindergarten, or their home as requested by the parents.
11. **Special- Planned Trips.** The centre will, in addition to the general authorisation provided on the enrolment form, obtain written permission from the parent/guardian, prior to any planned trip- involving the use of motor vehicle in which the child is to travel, and for walking outside the defined local area. Teachers must check the Guidelines for Assessment of Risk, trip application forms must be completed, and permission slips returned by all parents. For outings in a motor vehicle, each child must be restrained as specified by the Land Transport Legislation and required adult/child ratios are maintained. The planned adult: child ratio will be specified on the permission form. Risks will be identified and planned for, and parents will be advised of the level of risk. Signature by the parent on this form will be deemed as acceptance of ratio and approval for trip. A record of the trip details with the description of the intended route will be left at the office. Parent helpers will have their role clearly explained and a copy of the guidelines of the trip given to them.
12. **Ratios:** The planned ratio will be at least the legal minimum specified on the centre's licence, (not greater than 1:10 for over two-year-olds and 1:4 for the under two-year-olds.) The ratios will depend on the assessed degree of risk, availability of adults to assist, but will be at the least, the legal minimum. At least 2 adults are present when more than 3 children are being transported in a motor vehicle. Additional children (eg siblings) joining the excursion will be counted in the ratio and teachers from the centre will always make up the majority of adults on the trip. Student teachers are not included in the ratio.
13. **Motor Vehicles**
 - a) The driver is to have a full Driver's Licence. The vehicle is to have current registration and warrant of fitness. Seat belts must comply with the Land Transport Act 1998.

- b) The driver is to adhere to all traffic regulations at all times.
- c) The “Teacher Responsible must check seat belts before departure.
- d) On a bus, children must wear seat belts if they are fitted; otherwise, children must be seated at all times.

14. Outings on Foot.

For walks other than in the local area the application form must be completed, listing the names of children going, staff accompanying (with Registered Teachers highlighted) and identified hazards noted and catered for. **Walking Bus:** Remember ALWAYS to have an adult at the front, an adult at the back and other adults spread amongst the group. If one stops, everyone stops. Litter bags, first aid, tissues and any other special requirements must be considered before heading off.

15. Staffing

If the excursion is over the lunch break time, lunch will be provided for staff and adult helpers. A shortened catch-up break may be provided when staff return to the centre. Staff and helpers are not expected to pay excursion costs.

References

Clause 29A Traffic Regulations 1976, ECE Regulations 46- Health & Safety, Reg. 44 Qualifications: Reg. 43- Curriculum Licensing Criteria HS17, HS18, HS25,

REVIEW: This policy was reviewed on 12/8/2025 by the senior management team. The ratio has been added to the tear off slip. The “Person Responsible” has been added to the authorising Signature- and a standard risk assessment has been drafted for any spontaneous walks. Next review: August 2026.