



TRAVEL AND EXCURSIONS

Rational

Excursions are an integral part of our program at City Impact Church Childcare as they provide children the opportunity to experience the wider community and benefit from a diversity of learning experiences. Excursions can entail higher risks, but can be minimised by careful planning and if necessary, additional adult supervision.

Procedures:

Walks and Excursions within the Church Site

The Centre includes on the enrolment form, the following statement:

"I give permission for my child to take part in regular excursions within the Church site, having read and agreed with the excursions procedures outlined in the Excursions Policy."

Parents/Caregivers who agree to this will be deemed to have given general permission for walks/excursions within the Church site, acknowledged by signing the enrolment form. A record of these excursions will be kept which will include the names of adults and children involved, adult/child ratios (max 1:6 over 2's and 1:2 under 2's), date and time, and purpose for onsite excursion. These will be filed in the excursion folder, under onsite excursions.

Off-Site Excursions

Prior to the Excursion the Centre Manager and Person Responsible will ensure the following:

- Parents/guardians will receive an Excursion Permission Slip that will obtain all information and details regarding the excursion, prior to the trip. The notice will include, date of trip, time of departure and time of return, destination, planned activities, method of transport, any parent costs or fees, planned adult:child ratio and contact name and number of the Person Responsible.
- Sufficient notice will be given for off-site excursions ie) 2-4 weeks, particularly where there is a cost involved.
- Parents/guardians have given written permission for their child's participation, form of transport and proposed ratios. Children will not be taken on the excursion without written permission.
- Assessment and management of risk will be undertaken and signed by the Person Responsible.
- Appropriate adult:child ratios will be maintained with consideration to the child's age and abilities. All planned trips/excursions will meet the legal regulation. City Impact Church Childcare has set a maximum of 1:4 for over 2's and 1:2 for under 2's offsite. When by water, dependant on the activity the ratio will be 1:1 ratio.
- There will be at least two adults on each excursion.
- That each child will have a label/tag to wear with the child's name and contact number of the Person Responsible.

On leaving the premises for an approved excursion the Centre Manager and Person Responsible will ensure that they:

- Have written permission slips for all children from their parent/caregiver.
- Have a list of all children and adults attending the excursion.
- Have a list of emergency contact numbers of all children attending the excursion.
- Have a completed assessment and management risk form.
- Have one person present at all times (per group of 25 children) that holds a current First Aid Certificate and carries a first aid kit.
- Have a mobile telephone and can be the contact person at all times.
- Are responsible for physically checking the entire centre building to ensure no child/ren have been left behind.
- Have done a roll call and head count before leaving the centre and excursion premises.
- Decide upon a designated meeting place prior to departure i.e. Main Entrance, should an emergency arise.

If a child is lost we will:

- Stay calm, alert and focused.
- Inform the Person Responsible.
- Find the nearest employee or security person and give them a specific description of the child.
- Gather as a group and go to the designated meeting place, while one adult looks for the child.
- The Person Responsible will also advise the Centre Manager of the situation.
- If a child cannot be located within a reasonable period of time (10 minutes) considering the circumstances the person responsible will call the police and will contact the parents.

Transport

If the children are travelling in a private motor vehicle while in the centres care, the Centre Manager and/or person responsible will ensure that:

- Each child is restrained in car seats that complies with the Vehicle Equipment Rule and other Land Transport Rules made under the Land Transport Act 1998
- When children are transported by any motor vehicle, a minimum of two adults will be present. One of these adults must be a staff member/person responsible.
- Adult child ratios are maintained.
- The motor vehicle is registered and has a current WOF (staff will physically check).
- The driver must hold a full driver licence and must present this before driving (copies will be taken).
- Staff will not deviate from the planned excursion route or venue.

If adult/child ratios are not of an acceptable standard, the excursion will not be allowed to proceed, as the safety of children is our paramount priority.