



TRAVEL AND EXCURSION POLICY

RATIONALE

Excursions are an integral part of the programme at City Impact Church Childcare, offering children opportunities to explore the wider community and engage in a variety of enriching learning experiences. These outings may involve higher levels of risk, which can be effectively minimised through thorough planning and, when necessary, increased adult supervision.

This policy aligns with licensing criteria HS113 and HS114 relating to excursions, risk assessment and management, communication, parental permission, and transport by motor vehicle.

ALIGNMENT WITH TE WHĀRIKI

Belonging Goal 1: Tamariki and their whānau experience an environment where connecting links with whānau and the wider world are affirmed and extended.

PROCEDURES:

Documentation Required:

A record of these excursions will be maintained and include:

- Names of all adults and children involved
- Date and time of the excursion
- Location and method of travel
- Completed risk assessment and management process
- For all excursions, a minimum of two adults will be present. The centre will maintain, at a minimum, the required legal adult-to-child ratios at all times. Ratios will be increased where necessary, based on a documented risk assessment, to ensure the safety and wellbeing of all children.
- Parental permission and approval of adult-to-child ratios, location, and method of travel for both regular and special excursions
- Signature of the Person Responsible authorising the excursion

These records will be filed in the Excursion Folder under Onsite and Offsite Excursions.

On-site Excursions (Within Church Grounds)

The enrolment form includes the following clause:

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

By signing the enrolment form, parents/caregivers give general permission for on-site excursions and walks within the Church premises.

General permission for regular excursions must include approval of the adult-to-child ratio, location, and method of travel.

Off-Site Excursions

Before the excursion, the Centre Manager and Person Responsible will ensure:

- Parents/guardians receive written notification and an excursion permission slip outlining all the excursion details: date, times, destination, activities, transport, any associated costs, adult-to-child ratio, and contact information.
- A minimum of 2–4 weeks' notice is provided, especially when costs are involved.
- Written, signed permission is obtained from parents/caregivers, including agreement to transport and ratios.
- The Person Responsible must approve all excursions before they take place.
- A documented risk assessment is completed and signed by the Person Responsible.
- Regulatory ratios are met both for children attending the excursion and those remaining at the centre.
- Maximum ratios for off-site excursions are 1:4 (over 2s) and 1:2 (under 2s); for water-based activities, a 1:1 ratio is required.
- Roll calls and headcounts are conducted regularly during the excursion.
- A minimum of two adults accompanies every excursion.
- Each child wears an ID tag with their name and the Person Responsible contact number.

On the day of the excursion, the Person Responsible must:

- Carry signed permission slips for all attending children
- Hold a list of all children and adults involved
- Have access to children's emergency contact numbers
- Take the completed risk assessment form
- Ensure a certified First Aid adult (per group of 25 children) and a first aid kit are present
- Carry a mobile phone and be contactable at all times
- Physically check all centre spaces before departure to ensure all children are accounted for
- Conduct a head count and roll call before departure and at all key points
- Identify a designated meeting place in case of emergency i.e. main entrance

If adult-to-child ratios cannot be met, the excursion will be cancelled to prioritise children's safety.

Lost Child Procedure

If a child becomes lost:

- Stay calm and focused
- Notify the Person Responsible immediately
- Notify the nearest employee or security with the child's description
- Regroup at the designated meeting point; one adult continues searching
- The Person Responsible will notify the Centre Manager
- If the child is not found within 10 minutes, the police and the child's parents will be contacted

Transport

If children are transported by private vehicle:



Childcare

- Each child must use a car seat compliant with the Vehicle Equipment Rule and the Land Transport (Road User) Rule. Vehicle Equipment Rule and other applicable legislation made under the Land Transport Act 1998
- At least two adults must be in the vehicle, including one staff member
- Ratios must be maintained during transport
- Vehicles must be registered and have a current WOF (physically checked by staff)
- Drivers must hold a full driver's licence and present it beforehand (a copy is kept on file)
- Staff must follow only the planned excursion route and venue

Medical Supplies

The following must be taken:

- First Aid kit
- Personal medication for children (e.g. inhalers, EpiPens)
- Personal medication for adults attending the excursion
- Provisions such as drinking water and sunscreen

Communication

- A mobile phone must be carried by the Person Responsible
- A communication plan must be in place and shared with parents
- Parents must be provided with the mobile contact number of the Person Responsible
- A full list of emergency contacts is carried during the excursion