

Procedure: Excursion Procedure

Classification: Teaching and Learning

Monitored by: TL Senior Teachers

Approved by: General Manager

Effective Date: June 2018

Review Date: June 2019

This procedure

The Excursion procedure must be followed when planning and undertaking any excursion.

Related documents

- Excursion Policy
- Safe Driving Policy (when using private or Association vehicles on an excursion).

Documents attached to this procedure:

- Excursion Planning Checklist
- Excursion Approval Application
- Excursion Hazard Action Plan (+ example doc)
- Recurring Excursion Attendance List
- Parent/Caregiver permission for excursion
- Spontaneous Excursions Record
- Vehicle Approval Form

The following procedures will be followed, while still allowing for some individual kindergarten modification:

Planning the excursion -

1. Excursion Approval Application and Excursion Hazard and Emergency Action Plan documents are completed and emailed to the appropriate Senior Teacher at least one week before the proposed excursion.
2. Senior Teacher will approve or decline the excursion and advise the Head Teacher.
3. Recurring excursions (eg, weekly library visits) must be reapproved at the start of Term 3.
4. Spontaneous excursions (eg, to the post box) will be documented on the Spontaneous Excursions Record.

Gaining parental approval -

1. Parental Permission for Excursion form is completed in full.
2. This form is given to caregivers of children invited on the excursion.
3. A signed Parental Permission for Excursion form must be returned for every child on the excursion.
4. Spontaneous excursions require parent/caregiver approval. Signature will be gained on the daily sign-in form.

While on the excursion -

1. A notice will be placed on the kindergarten front door, stating where the excursion is and the planned return time. This applies for large planned excursions only.
2. The Head Teacher is responsible for maintaining the correct adult to child ratio.
3. The Head Teacher is responsible for identifying and managing any hazards. They will make sure all supervising adults are also aware of the hazards.
4. A list of attendees, first aid kit and mobile phone will be taken on the excursion.
5. The Head Teacher will make sure any child-specific medication is taken.
6. The teacher in charge of the excursion will ensure all children and adults are present at each stage of the excursion.
7. The teacher in charge of the excursion is responsible in the event of an emergency or accident.

After the excursion –

1. The Head Teacher will advise their Senior Teacher of any incidents that occurred.
2. The Head Teacher will advise their Senior Teacher of any additional hazards that should be added to the list for that destination.

Transportation in private vehicles -

1. The Driver must be given a copy of the Safe Driving Policy to read, prior to the excursion.
2. The Vehicle Approval form must be completed by both the Driver and the Head Teacher.
3. The Head Teacher will ensure that every passenger has an approved seat and safety restraint, suitable for their size.

Excursion Planning Checklist

Planning the Excursion	Who	Check
Complete discussion, planning etc for how the excursion supports the current programme plan/emergent curriculum		
Make a planning visit to all venues if necessary - check for toilets, eating areas, bag storage areas, any issues with transition from bus to venue, other hazards. Consider any need for a "Plan B" if one of your venues becomes unavailable on the day		
Send <i>Excursion Approval Application</i> to Senior Teacher and ensure signed form is received back (at least 1 week prior)		
Book transport. If using private or Association vehicles, ensure drivers have a copy of the Safe Driving Policy		
Book venue - check for any special conditions		
<i>Parent/Caregiver Permission for Excursion form</i> displayed - approval notices to specify ratio. It is also useful to display an emergency contact number		
Compile kite of equipment required for on the excursion eg: roll, sunblock, change of clothes, first aid kit etc		
Ensure you have the correct ratios for children attending the excursion and those staying at the kindergarten		
Complete <i>Excursion Hazard Action Plan</i> and return to Senior Teacher		
Management of the Excursion	Who	Check
Develop an itinerary/timetable for the excursion, considering needs for morning tea/lunch etc		
Plan for transitions from /to bus and venues		
Determine how toileting will be planned and managed		
Determine who/how supervising parents will be briefed		
Determine when headcounts will be taken		
Prior to leaving the kindergarten	Who	Check
Take full roll of all adults and children on the excursion and send to Association (see procedure detail)		
Check all required items are ready to be taken, including cellphone, eftpos cards etc		
Leave notice on door advising of whereabouts of the teachers/children (large planned excursions only)		
During the Excursion	Who	Check
Take head counts as planned and check in frequently with all supervising adults		
Advise the Association if any of your planned venues change to your alternative venue		
After the Excursion	Who	Check
Advise the Association of any accidents or incidents that occurred on the excursion		
Advise the Association of any additional hazards that should be added to the list for that destination		

Excursion Approval Application

Name of Kindergarten	
Is this a Recurring Excursion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Excursion	
Departure Time	
Return Time (approximately)	
Alternative Date	
Cell phone number on excursion	
All destinations being visited: Destination phone numbers	
Any "Plan B" destinations Eg: if you can't have morning tea at your planned venue	
Is there any open water accessible at any of these destinations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>Note - ratio of 2:1 is required if your excursion is going near open water</small>
Learning outcomes for the children	
Type/s of Transport Transport phone number	
Ratio of Adults:Children on Excursion (teacher responsible is not included in ratio) Ratio of Adults:Children at Kindergarten (if applicable)	
Head Teacher action (sign to confirm all details are correct)	I agree that the HCK Excursion Policy, Excursion Procedure and ECE Regulations will be adhered to. Signed by Head Teacher _____
Senior Teacher action (circle decision and sign)	<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED Signed by Senior Teacher _____

Excursion Hazard Action Plan

The Head Teacher must make sure that all members of the group are made aware of the hazards that may exist on the excursion to:

Destination:

Hazards (what might happen/cause harm?) PLEASE EDIT THIS LIST as necessary for your excursion	Strategies (how we will minimise hazards)
Physical. Examples are: Road/route Water Vehicles/transport Ratios Hygiene Animals Unfamiliar equipment	
Emotional. Examples are: Group size Age Behaviour Special needs Parent help	
Environmental. Examples are: Sun Extreme cold Extreme winds	
Emergency situations. Examples are: Earthquake Flood Lost child Accident causing harm to child or adult	

Confirmation from Kindergarten

Kindergarten	
Excursion Date	
<input type="checkbox"/> <i>We have identified potential hazards and will take all practicable steps to eliminate or minimise them. All supervising adults will be advised of these hazards before the excursion.</i>	
Signature of Head Teacher	
Date	

<p>Dogs and unleashed animals</p> <p>Uneven ground/stairs/steep terrain</p> <p>Unfamiliar equipment (e.g. at gymnasium, public playground and/or venues not set up for children e.g. garden centre, fire station, hardware shop)</p>	<p>Frequent roll calls/head count. Name badges/tags/labels worn.</p> <p>Discuss safety around dogs and animals with children. Stay away from dog exercise areas if possible. Adults/teacher support frightened children.</p> <p>Carry first aid kit to treat minor injuries. First aid qualified teacher present. Mobile phone to call for ambulance if needed.</p> <p>Close supervision of children Follow directions of gym staff First aid kit carried Low adult/child ratio Small group size. Low adult/child ratio. Close supervision of children. Pre excursion briefing to adults and children Follow instructions of staff at venue.</p>
<p>Emotional</p> <ul style="list-style-type: none"> - Group size - Age - Behavioural difficulties - Special needs - Parent help 	
<p>Crowded/large venues (e.g. visit to Te Papa, performance at town hall etc)</p> <p>Children with challenging/unpredictable behaviour</p> <p>Toileting and nappy changing</p> <p>Children with special needs</p> <p>Inadequate supervision by teachers/parent help</p>	<p>Appropriate adult/child ratio for the type of excursion and venue Children and adults to wear name tags Talk about visit so children know what is happening and what is expected If it is known child may get upset discuss this with parents before excursion to seek a way forward Keep together as a group Adults maintaining attention Adults provide reassurance to upset children Frequent roll calls</p> <p>Assign children with challenging or unpredictable behaviours to most experienced teacher or adult Discuss expectations before excursion Adults pay close attention to assigned children Regular roll call/head count throughout excursion</p> <p>Teachers will be responsible for changing nappies and for accompanying and supervising children who need to use the toilet. Parents may only accompany their own child to the toilet or change their own child's nappy</p> <p>Special requirements discussed with parents/teaching team before excursion e.g. additional adult/ESW assistance required Any required medication, special equipment taken on excursion</p> <p>Remind teachers and parent helpers of responsibilities or any special requirements at pre-excursion briefing Teachers to monitor how parent helpers are managing HT to reassign adults/children if deemed necessary</p>

<p>Young children</p> <p>Excursions in Remote Areas</p>	<p>Roll call;</p> <ul style="list-style-type: none"> • before leaving kindergarten • when seated in vehicle • at designated times (or whenever deemed necessary) during excursion • when seated in vehicle before leaving excursion venue <p>Appropriate adult child ratio Assigned to most experienced adults Smaller group size Take food/drink and any nappy change requirements</p> <p>A private vehicle will accompany the bus to attend to any emergencies that arise.</p>
<p>Environmental</p> <ul style="list-style-type: none"> - Weather - Other 	
<p>Exposure to sun</p> <p>Extreme cold</p> <p>Civil emergency</p>	<p>Hats, suitable clothing and sunblock Frequent drinks of water Seek shade</p> <p>Warm clothing Seek shelter Abandon excursion if necessary</p> <p>Follow instructions issued by Civil Defence personnel Take list of emergency contacts</p>



Recurring Excursion Attendance List

Kindergarten: _____

Destination: _____

Date: _____

Childs Name	Parents Name	Parent Contact Number	Other Notes
Teacher	Teachers Contact Number		
Parent Help	Parent Contact Number		
Total Number of children	Total Number of Adults	Ratio	

Spontaneous Excursions Record

Date	Mobile number	Children going	Destination	Learning outcome	Parents Informed?	Hazards that may be encountered	Strategies to minimise hazards	Ratio

Vehicle Approval Form

This form must be filled out by the Head Teacher and the driver before using a personal vehicle to transport children on an excursion.

A copy of the HCK Safe Driving Policy must be read by the driver before signing this form.

Excursion Destination: _____ **Excursion Date:** _____

Name of the driver: _____

Driver's Licence: _____

Car licence plate number: _____

Registration expiry date: _____

Warrant of Fitness: _____

Number of children/adults who can be transported (including your own):

(all children must travel in the back seats, in approved car seats which are appropriate for their age/height)

Number of children: _____ Number of adults: _____

Signature of driver:

I confirm that I have read the Safe Driving Policy and agree to adhere to it at all times while on this excursion.

Signed: _____ Date: _____

Names of children/adults being transported in this car:

Adults: _____

Children: _____

Signature of Head Teacher:

I confirm that I have sighted the driver's licence and checked the WOF and registration dates. All children are travelling in the back seats, in approved car seats which are appropriate for their age/height.

Signed: _____ Date: _____