

CONDUCTIVE EDUCATION WAIKATO

Early Intervention and Habilitation Provider

EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY

Rationale:

The Conductive Education Waikato Trust (CEWT) includes excursions from the centre as a part of the curriculum, to extend the learning opportunities and increase our tamariki's knowledge of the wider community.

Objectives:

1. To ensure the excursion has an educational purpose.
2. To ensure that written consent is obtained from parent/caregivers prior to an excursion other than regular excursions in the immediate vicinity of the Centre.
3. To take all reasonable precautions to reduce risk to the child or staff.
4. To ensure that all adult : child ratios are observed at all times.
5. To ensure staff and parents are familiar with the procedures.

Procedures:

- (a) Staff plan excursions based on children's interests, current CEP goals, and/or the topic of the Conductive Education programme and the aims and goals stated in Te Whaariki.
- (b) A documented plan of the excursion, including Risk Assessment is developed - refer *EOTC Plan Form***
- (c) Risk factors are identified in relation to the students participating, including health and medical requirements, environment, sensory tolerance, anxiety and accessibility.
- (d) Staff inform parents/caregivers as to the nature of the excursion in writing and then obtain written consent for each child to participate and/or travel. Consent for short or regular excursions such as walks in the immediate vicinity of the Centre will be obtained at enrolment. Before an excursion to the immediate vicinity, the Short Excursion form will be completed.
- (e) Individual event Consent Forms will be kept for three months in the EOTC File and then will be transferred to the child file and will be kept for 7 years. .
- (f) Conductive Education Waikato will not transport children in either the Trust vehicle, or private staff vehicles.
- (g) Adult/child ratios are between 1:1 and scheduled ECE ratios, depending on the nature of the trip, with at least one registered ECE staff member in attendance.
- (h) Adult : child ratios at centre are maintained for children who do not go on the trip for the duration of their normal programme time unless alternate arrangements have been agreed to by parent/caregiver.
- (i) There will be a cut off date for the organising of a trip. Should the parent/caregiver not be able to attend with their child it is their responsibility to provide a substitute carer.
- (j) If insufficient adults are available, the excursion will be postponed or cancelled.

- (k) Parents/caregivers attending will be given written information and directions regarding facilities, location and responsibilities.
- (l) Staff ensure on-going monitoring is carried out while on the trip by the lead ECE Teacher/Conductor through regular Roll Call and delegation of adults to children.
- (m) Staff ensure mobile phone, copy of EOTC Form, first aid kit, emergency medication pertaining to any of the children and corresponding medication plan, appropriate clothing, change of clothing for child and nappies/wipes/soiled nappy bag, plus food and drink are taken as part of excursion resources.
- (n) Communication systems will remain in place while away i.e. a staff member remains at the centre
- (o) Staff will carry a mobile phone with contact details of each parent for each child noted on EOTC Form.
- (p) Any other children / sibling accompanying a parent / caregiver participating will be the responsibility of their caregiver.
- (q) In an emergency situation, directed by the Centre Manager or Lead ECE teacher, staff will call an ambulance.
- (r) At staff meetings following an excursion, should any concerns arise, the procedures and outcomes will be evaluated

REVIEWED: August 2024
REVIEW DATE CYCLE: July 2027

Centre Manager : _____