



OUTINGS AND EXCURSIONS POLICY

Purpose:

The purpose of this operational policy is to ensure children's safety during outings and excursions by meeting licensing criteria HS17/HS113.

Position Statement:

Safety is of paramount importance when leaving the familiar centre environment. To ensure everyone's safety parents will be notified of an excursion, with the planned adult:child ratio. Parents' consent is recorded, assessment and management of risk is undertaken and clear methods of communication are established and maintained.

Issue Outline:

Licensing Criteria HS113: Whenever children leave centre premises they are on an excursion.

Outings and excursions are an important way for children to form relationships with and learn about people, places, and things in their local community (Te Whāriki, 2017). Regular and spontaneous outings are part of this centre's local curriculum.

Prior to Excursions:

Risk assessment and management (RAMS) process

- Based on the RAMS, determine the required adult:child ratios (must be not less than the required adult:child ratio and include all children, e.g. siblings and other children not enrolled at the service)
- Consider potential hazards such as proximity to water and environmental factors such as weather. (see HS108 for more details on RAMS).



First Aid requirements are met for children on the excursion and any children remaining at the centre (see HS119 for further detail on First Aid requirements).

Parent permission

- Parents give prior written approval to their child's participation and of the proposed ratio, location and method of travel for:
 - o Regular excursion at the time of enrolment, and
 - o Special excursions prior to the excursion taking place

- Parents must be fully informed and give clear permission. This means services need to provide all the relevant details and get written or digital approval from each parent. Parents must:
 - Be given the chance to see the completed RAMS
 - Understand the proposed adult:child ratios
 - Confirm their approval
 - For regular excursions, the RAMS should be available for parents to view and approve when they enrol their child

Communication systems are in place so that people know where the children are and adults can communicate with others as necessary

The Person Responsible approves all excursions before they take place

Record Keeping

Keeping records of excursions *Documentation required (written or digital)*

A record of excursions that includes:

- *the names of adults and children involved;*
- *the time and date of the excursion;*
- *Adult:child ratios*
- *the location and method of travel;*
- *A completed assessment and management of risk;(RAMS)*
- *evidence of parental permission and approval of adult:child ratios for regular and special excursions; and*
- *the signature of the Person Responsible giving approval for the excursion to take place.*

Risk Management Processes

Risk Assessment: Planning for each outing and excursion begins with a risk assessment, including route mapping, specifying the method of travel and listing the names of adults and children participating

- For **regular** excursions, the risk assessment can be a new plan or an update of a previous assessment, with any new risks identified. This should be made available to parents to sign at the time of enrolment.
- For **special** excursions, a specific risk assessment and development of a management plan prior to the excursion is required.
- Hazard: *what could happen or what might cause harm?*
- Action: *How will we manage that hazard – remove, isolate, minimise?*
- What ratio is needed for this excursion? (over2s, under2s)
- Are there any children with particular needs who will require assistance or additional supervision?

Ratios

- The risk assessment takes the number of children attending and the environmental hazards into account. **The more environmental hazards, the more adults** are required for supervision and safety. For example, if bodies of water are in the vicinity, the ratio must be adjusted accordingly, as the risk is higher.
- The same ratios on the excursion must be met for all ages of children as it applies at the centre – it is recommended to increase the ratio whilst on excursions
- The ratios must include all the children on the excursion, i.e. accompanying siblings are part of the ratio, not just enrolled children.
- At least two staff to go on every outing, i.e. it is not permitted for only one staff member to go on an outing with children.
- Person responsible: If children remain at the centre, there must be a person responsible on the premises



Medical supplies

- o A First Aid kit and personal medication should be taken along, together with provisions such as water and sunscreen.
- o Personal medication for any of the centre's children, e.g. inhalers, EpiPens
- o Personal medication needed for adults going on the excursion

Communication

- o There are communication systems in place so that people know where the children are, and adults can communicate with others as necessary. There should be at least one teacher with a mobile phone.
- o Planning (route and transport method) is made available to parents, along with the mobile phone number of the person responsible on the excursion
- o The person responsible on the outing has a mobile phone for emergencies and a list of parents' contact numbers. There is a clear communication plan in place.

Transport (HS114)

- o Before going on a planned excursion, written permission must be obtained from parents. Wana Tamariki will not transport children via a vehicle.
- o The Person Responsible must approve the transport plan (walking only) and is able to contact the contact person to find where children are at any time.
- o Required adult:child ratios are maintained

Other considerations

- o Establish an excursion checklist (e.g. first aid kit, list of children, contact information, medical information, list of adults participating and their contact information, mobile phone)
- o Consider the food and drink requirements for children and adults during the outing



- o Outline the rationale for the excursion and the planned activities. Brief accompanying parents and explain their responsibilities and your expectations, i.e. active supervision of children. Make sure parents know which children they are supposed to be supervising and they are aware they are part of the ratio
- o Before leaving the centre, take a full roll of all adults and children, including accompanying siblings
- o Undertake a head count at regular intervals
- o Parents may be required to meet the cost of any special outing. Notice will be given of any cost involved. Children will not be excluded from regular excursions, as part of the curriculum because a parent cannot afford it. Special excursions that are outside the regular curriculum provision may be part of optional charges and is specified in the enrolment agreement.
- o Review effectiveness of the planning and risk assessment upon completion.
- o Following the outing ask for feedback from parents and children

Record Keeping:

Full records (refer to documentation required on page 2 of this document) of both regular and special excursions should be kept for the current year plus one additional year. This includes the signed permissions of the Person Responsible.

Alignment with other policies:

- Excursion Risk Assessment Form
- Motor Vehicle Transport Policy

Relevant Background, including legislation/ regulation/licencing references:

Licensing Criteria 2008, Health and Safety, Hazards and Outings Documentation required:

- **HS113:** A record of outings or excursions.



- **HS119:** There is an adult present at all times for every 25 children attending who holds a First Aid qualification
- **HS114:** That each child is restrained as required by Land Transport legislation, required adult:child ratios are maintained, and the written permission of a parent of the child is obtained before the travel begins (unless the child is travelling with their parent).

Impacts of Policy on Staff, Parents, Children

Consequences policy will help to avoid

- Parents being unaware of adult:child ratio on outings
- Lack of consideration to planning appropriate staff or adult ratios for the outing.

Alignment with the Centre Philosophy

This policy ensures a safe environment for children whilst at our centre or outside the centre on excursions, a crucial part of creating and maintaining the well-being of children in our care. It also aligns with taking opportunities to extend and increase tamariki knowledge of the wider community

Implications and/or Risks

- Children encounter health and safety hazards.
- Children may get injured or lost whilst on outings.

Implementation

Clear procedures have been developed and staff trained to follow them.

Review

Review period:	Review every three years or when there are any significant changes in regulation or other advice.
Date Updated:	20/04/2026
Next Review Date:	20/04/2029
Consultation Undertaken:	<p>Ministry of Education – Learning Bulletins, COmparison table of licencing criteria for early childhood education and care centres 2008</p> <p>www.ecc.org.nz</p> <p>ECE LEarning Unlimited – Webinar on changes to the licensing criteria</p>
Signed by person responsible:	Vicki Coddington – General Manager

RISK ASSESSMENT AND MANAGEMENT (RAMS) PROCESS

- **Risk Planning:** Before risks can be managed, the overall approach must be defined.
- **Risk Identification:** The first step to managing risks is to identify them.
- **Risk Assessment:** Once the risks are identified, they need to be prioritized by looking at their likelihood and level of impact. In most cases, the risk management plan includes a risk assessment matrix to do so.
- **Risk Mitigation:** Now it's time to create a contingency plan with risk mitigation. You also need to define which team members will be risk owners, responsible for monitoring and controlling risks.
- **Risk Control:** Once risk mitigation responses are in place, they must be actively controlled. The risk management plan describes how risk responses will be executed, evaluated for effectiveness and adjusted as risk exposure changes.

Risk Matrix		Consequences				
		Negligible (1) Minimal injuries / no injuries	Minor (2) Minor injuries / first aid	Significant (3) Moderate injuries / medical treatment	Severe (4) Serious injuries / hospitalisation	Catastrophic (5) Death / permanent impairment
Likelihood	Certain (5) 100% likely / almost 100% likely	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Will probably happen / is likely to happen	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or plausible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Improbable but could happen / not expected	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Very Unlikely (1) Rare / not expected but remotely possible	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)