

Excursions Policy

- Written permission from families/whānau must be obtained for children leaving the licensed premises where transport is required or the excursion is near water.
- Consent for all Centre excursions within walking distance of the Centre will be gained and signed for on the child's enrolment details. Staff must seek permission from the Centre Manager to undertake these excursions. This includes excursions on the main campus base.
- All parental consents must also outline the proposed ratios for the excursion and for those remaining at the Centre.
- The names of all children and adults attending, i.e. venue, departure and return times of the excursion, location and method of travel, assessment and management of risk, adult:child ratios, evidence of written parental permission, will be recorded in the Centre Excursion Book. This shall remain at the Centre as of a form of communicating to others and a copy is to be taken by a staff member who is going on the excursion.
- If all children from the Centre go on an outing, a notice on the door will inform visitors where the children are, and their approximate time of return.
- Where transport is required, one week's notification should be given to families/whānau.
- The Centre will utilise the YMCA vehicles for excursions.
- At least two adults must be in attendance on all excursions, at least one of these adults must hold Provisional or Full registration and also a current first aid qualification. When more than four children leave the premises on an excursion, person responsible requirements must be met regarding the excursion as well as those remaining at the Centre.
- The Centre will develop a centre excursions checklist to ensure all adults are organised and prepared on excursions.
- A First Aid Kit must accompany all excursions.
- A Centre excursions kit will be developed that will include portable water, changes of clothes, wet wipes, first aid kit, plastic bags, cellular phone, excursion checklist and roll of teachers/children on the outing.
- If for any reason family/whānau permission is not obtained, and a child is not able to attend the excursion, supervision for the child must be provided by a qualified teacher and one other adult at the Centre.
- Staff will conduct an Excursion Hazard Risk Analysis prior to all new excursions and complete the documentation required.
- YMCA Central reception will be notified when all staff and children are away on occasions so messages can be taken and parents and whānau can still have a point of contact.