



Kindergarten

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## EXCURSIONS PROCEDURE

Health and Safety Reg. 46 HS17

The Dunedin Rudolf Steiner Kindergarten licensed premises is situated within the wider Dunedin Rudolf School campus. Excursions outside the licensed premises are a valuable aspect of our curriculum.

At the Dunedin Rudolf Steiner Kindergarten we strive to support the children's natural development and wellbeing, through creating opportunities for simple, but rich experiences for them. While our focus is mostly on daily life within the kindergarten we also value stretching our legs, filling our lungs with fresh air and exploring our locality. We regularly make use of the School grounds and local neighborhood for walks and visit the School classrooms for performances by the School children etc. It is important to us to be able to take the children beyond the kindergarten garden gates and be part of our wider local community.

The inherent risks involved in outings and excursions from the licensed premises must be managed to uphold the safety and well-being of children.

We have identified 3 types of excursion to be covered in this document:

1. Within school grounds (on foot excursions outside the licenced premises) - covered by permission on enrolment for "Regular Excursions". Referred to here as a **School Excursion**
2. Neighborhood walks (on foot excursions outside the licenced premises) - covered by permission on enrolment for "Regular Excursions" - minimum 2 adults. Referred to here as a **Local Neighborhood Excursion**
3. Special excursions - requiring permission for each individual event. Include rules around transportation etc. See section for "Special excursions"

"The licenced premises" includes the kindergarten and its fenced garden.

### **Risk Assessment:**

For **regular excursions**, the risk assessment can be a new plan or an update of a previous assessment so any new risks are identified. This should be made available for parents to sight at the time of enrolment.

A **special excursion** requires a specific risk assessment and development of a management plan prior to the excursion because the environment and circumstances in which these occur will be different each time.

If children are left at the centre during an excursion, the teaching staff:children ratios must be met and there must be a first aid qualified staff member at the centre.

Whenever children leave the premises on an [excursion](#):

- assessment and management of risk is undertaken, and adult:child ratios are determined accordingly. Ratios are not less than the required adult:child ratio;

<https://dunedinsteinerschool.sharepoint.com/sites/School/Shared Documents/Kindy/Policies and procedures - kindergarten/Health and Safety Kindergarten/17 Excursions Procedure 2022.docx>

- the first aid requirements in [criterion HS25](#) are met in relation to those children and any children remaining at the premises;
- parents have given prior written approval to their child's participation and of the proposed ratio for:
- regular excursions at the time of enrolment; and
- special excursions prior to the excursion taking place; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.
- When children leave the premises on a regular or special excursion, the excursion must be approved by the Person Responsible.

**Documentation required:**

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

## Regular Excursions Procedure

### Including School Excursions and Local Neighborhood Excursions

#### Procedures:

1. Teachers plan for each regular excursion ahead of time and this includes setting ratios, route mapping, risk assessment, method of travel and recording names of adults and children attending.
2. Teachers collectively maintain Risk Analysis Management documents (RAMS) which cover regular “on foot” excursions within the school grounds and local neighborhood.
3. Teachers maintain an up to date excursion permission list for their room.
4. Teachers document the regular excursion by:
  - a. Filling out the “Regular Excursion Record Form”.
  - b. Having an up to date copy of the relevant Regular Excursion RAMS.
  - c. Make sure all accompanying children are accounted for on the rooms excursion permission list.
  - d. This documentation is left in the rooms folder where it can easily be found by the Person Responsible while the group is on the excursion. Full records of both regular and special excursions should be kept for the current year plus one additional year.
5. All accompanying adults must be familiar with the Local Neighborhood Excursions RAMS.
6. Teachers will not deviate from the planned outing route.
7. Teachers take a first aid kit, cell phone, and other necessary supplies on all outings and excursions.
8. Ratios: The ratio of adults to children will be 1:6 or 2:16. The excursion will be led by a registered teacher. There should be at least 2 adults accompanying a local neighborhood excursion. Normal ratios for those remaining within the licensed premises must also be maintained.
9. At least one adult accompanying the excursion will hold a current first aid certificate for every 25 children. Normal first aid certification requirements for those remaining within the licensed premises must also be maintained.
10. We gain written permission from parents at the time of enrolment for spontaneous outings including regular **School Excursions** and **Local Neighborhood Excursions** within a comfortable walking distance from the kindergarten.

### Regular Excursion Record Form

|   |  |
|---|--|
| Describe excursion –<br>route or destination<br>and activities  |  |
| Date of excursion   |  |
| Time of departure   |  |
| Time of return  |  |
| <b>For any excursions outside the local neighbourhood, or other than by foot, permission slips are required and a RAM form must be submitted and approved by the management group at their meeting in the week prior to the trip - this would be deemed a Special Excursion</b> |  |
| Names of accompanying<br>adults<br><br>(check ratios)   |  |

|                      |         |
|----------------------|---------|
| Names of children    |         |
| First Aid kit taken? | YES/ NO |
| Phones taken:        | ph no:  |

Person submitting form (Name)..... Date.....

Approved by **Person responsible** (Name)..... Date.....

## Special Excursions Procedure

A **special excursion** requires a specific risk assessment and development of a management plan prior to the excursion because the environment and circumstances in which these occur will be different each time.

Procedure:

1. Teachers plan for each regular excursion ahead of time and this includes setting ratios, route mapping, risk assessment, method of travel and recording names of adults and children attending.
2. Teachers will fill out a RAM form which covers the specific Special Excursion.
3. This RAM form must be submitted and approved by the management group no later than at their meeting in the week prior to the trip.
4. Teachers will get written permission from their room's parents for a specific Special Excursion and this will include the details of the Special Excursion.
5. Teachers will maintain an up to date excursion permission list for their room.
6. Teachers document the regular excursion by:
  - a. Having an approved copy of the relevant Special Excursion RAMS.
  - b. Making sure all accompanying children are accounted for on their rooms excursion permission list.
  - c. This documentation is left in the rooms folder where it can easily be found by the Person Responsible while the group is on the excursion. Full records of both regular and special excursions should be kept for the current year plus one additional year.
7. All accompanying adults must be familiar with the specific Special Excursion RAM form.
8. Teachers will not deviate from the planned outing route.
9. Teachers take a first aid kit, cell phone, and other necessary supplies on all outings and excursions.
10. Ratios: The ratio of adults to children will be 1:6. The excursion will be led by a registered teacher. There should be at least 2 adults accompanying a special excursion. Normal ratios for those remaining within the licenced premises must also be maintained.
11. At least one adult accompanying the excursion will hold a current first aid certificate for every 25 children. Normal first aid certification requirements for those remaining within the licenced premises must also be maintained.
12. If children travel in a motor vehicle while in the care of the service:
  - a. Each child is restrained as required by Land Transport legislation;
  - b. Required adult:child ratios are maintained; and
  - c. The written permission of a parent of the child is obtained before travel begins (unless the child is travelling with their parent).

Date:

Name:

Signature:

Review date: