

## Travel and Excursion Policy

In the case of trips and walks the following will apply:

1. A risk management form for excursions/travel/trips must be completed before any trip is carried out.
2. A back pack containing the following will be taken:
  - Mobile phone
  - First aid kit
  - Changes of clothing for children
  - Any authorised medication for children attending the trip/excursion
  - Metric medicine cup or syringe (if needed)
  - A copy of the risk management form including all the adults and children on the trip, the relevant ratios, the person who holds the current first aid certificate, persons responsible and the route taken.
  - Container of drinking water and cups/bottles
  - Sunscreen if required (see sun safe policy)
  - Nappies, disposable gloves, wipes, plastic bags, sanitiser
  - Snacks/food if required.

A person who holds a current first aid certificate will be present at all times. All children will wear suitable clothing including footwear/sunhats/warm hats depending on the season.

3. To ensure that all endeavours are made to allow children to travel safely in a motor vehicle whilst in our care, the following will apply:
  - A person responsible will ensure that each child is restrained in accordance with regulations (Traffic Regulations)
  - There will be at least two adults (one of whom will be certificated) in any motor vehicle carrying more than three children.
  - The motor vehicle must be registered and have a current WOF.
  - The driver must hold a full driver's licence and must present this before driving.
  - The written permission of the parent/guardian of each child will be obtained before travel commences either by permission slip for excursions or pick-up and drop off forms.
  - No child will leave the centre unless they are authorised in writing to take the child, by the person who has custody of the child, which is on the enrolment form/emergency contact forms.
  - The adult/child ratios for activities taking place out of the centre will be a maximum of 1:3 for under two's and 1:4 for over two's, unless near water. When near water the ratios will be a maximum of 1:2.
  - The ratios will be maintained at the centre at all times.
  - A list of staff and children going on the trip will be left at the centre.

To ensure that all endeavours are made for children to travel safely on walks the following will apply:

- A person responsible will accompany the children.
- The adult child ratio will be 1:3 under two's and 1:4 over twos.
- Written permission from the parents/guardians will be given on the enrolment form.
- Whilst in transition between the centre and the travel destination, children must hold hands with an adult or with another child who is holding an adult's hand.
- The ratios will be maintained back at the centre at all times
- A person responsible will also remain back at the centre.
- A person who holds a first aid certificate will accompany the travel group and another will remain back at the centre.

### **Procedures for pick up and drop offs**

When children require pick up or drop off the following will apply:

- Work vehicle to be used - Holds current WOF/registration and properly fitted car seats are in place.
- All NZ driving/road safety rules must apply.
- Driver must be over 25 years of age and hold a current full clean licence - copy of licence will be kept on file.
- Child will be restrained correctly in the appropriate car seat.
- Folder containing name of child, staff names, parent/guardian signature and time will be taken and completed.
- When arriving or leaving the centre with a child the staff member will sign the child in or out on the daysheets.
- Children will be placed in the rear-facing seat until they are at least 2 years of age as per NZTA regulations.
- No food or drink will be given to children while travelling in the car.

**Next Review Date:** *November 2024*

**Signed:** \_\_\_\_\_

*Licensing criteria for ECE services 2008 - HS17, HS18*