

# Regular Outing Procedure

## A. Bible verse

Psalm 96:11-12 "Let the heavens rejoice, let the earth be glad; let the sea resound, and all that is in it. Let the fields be jubilant, and everything in them; let all the trees of the forest sing for joy".

## B. Principle

1. Changepoint Early Learning Centre (ELC) recognises the value to children, of providing a variety of experiences and opportunities that enhance and extend learning and development – both indoors and outdoors, individually and in groups. Regular outings stimulate a child's learning and development, enhance their awareness of the environment and build a sense of community through shared learning experiences.
2. ELC distinguishes between a Regular Outing and a Special Excursion and defines them in the following way
  - a) A Regular Outing is one that:
    - i. Is part of the ongoing planned and consistent routine of education and care, and
    - ii. Which takes place in a Changepoint facility or on the Changepoint property, and
    - iii. Which parents, whānau have acknowledged and given prior permission for at the time of their child's enrolment, and
  - b) A Special Excursion is one that:
    - i. Is a special, one off event that is not part of the regular education and care programme, and
    - ii. Which takes place outside the Changepoint property or a neighbouring property, and
    - iii. Which parents / whānau have given permission for prior to the Special Excursion taking place, and
    - iv. Which may have some additional fee attached to it which parents / whānau are expected to pay prior to the Special Excursion taking place.

## C. Connection with Te Whāriki

Wellbeing, Mana Atua – *Children and their families experience an environment where they are kept from harm.*

Belonging, Mana whenua – *Children and their families experience an environment where connecting links with the family and the wider world are affirmed and extended.*

Exploration, Mana Aotūroa – *Children experience an environment where they gain confidence in their control of their bodies and where they develop working theories for making sense of the natural, social, physical, and material worlds.*

## D. Statement

The Regular Outings Procedure states that **"All Regular Outings are planned for, and executed, in manner that has due consideration for all relevant aspects of the Licensing Criteria, best practice and risk management"**.

1. Written parental permission for a child to participate in Regular Outing is always obtained at the time of enrolment. If permission is not granted a child is unable to participate and remains in the licensed premises of the ELC. ELC staff will work closely with whānau to ensure ELC will be the right place for their family to enrol.
2. Appropriate adult:child ratios are maintained at all times throughout the Regular Outing. These ratios are not less than those required and are determined on the basis of a thorough risk assessment. Parents / Whānau are informed of the proposed ratio via the Enrolment Form. Currently these ratios are: Under 2's 1:5, Over 2's 1-6 or 2-20.

## E. Procedures

1. Enrolment Procedures
  - a) The Enrolment Form includes a "Regular Outings Permission" section.
  - b) In the enrolment form, whānau are provided an area to write any information regarding their child's ability and confidence when exploring outdoor environments.

Examples of this information may include, but is not limited to, the following: 'my child likes to run away from me when exploring outside', child has the ability to climb tall fences, child is very confident and has the potential to wander off, child is not confident in exploring outdoor environment etc. This information helps kaiako understand and be aware of any potential risk factors with regards to a particular child while on a regular excursion.

- c) Upon enrolment, whānau sign this section to give permission for their child to participate in Regular Outings and to acknowledge that they understand:
    - i. What a Regular Outing involves in terms of its purpose, scope and parameters.
    - ii. What supervision is provided.
    - iii. What risks are involved.
    - iv. What is done to manage those risks.
  - d) The above 4 points are discussed with the whānau, when they are shown around the centre or, when they return their completed enrolment form.
  - e) During their first transitional visit or upon enrolment, the centre manager or kaiako will ask the whānau about their child's abilities and confidence when exploring outdoor environment.
  - f) The giving of permission for Regular Outings through the Enrolment Form means that specific permission is not required each time children are taken to areas of the Changepoint property or onto a neighbouring property (NZ transport land which borders the Changepoint property).
2. Planning of Regular Outings
- a) Planning for Regular Outings takes into consideration curriculum, health and safety issues, particularly those related to adult:child ratios.
  - b) Planning will also include the preparation of a checklist in a designated diary/notebook. This notebook must include the following necessary information:
    - i. Method of travel
    - ii. Where they are going
    - iii. The date and time of excursion
    - iv. The names of all children and all teachers who are going on the trip.
    - v. Specific adult/child ratio
    - vi. The signature of the person responsible.
  - c) When full, this notebook must be kept for Health and Safety records.
  - d) Ensure that there are communication systems in place, e.g. walkie talkies, mobile phones, so that the precise location of children at any point is known and so that adults can communicate with each other as necessary.
3. Risk Management for Regular Outings
- a) As part of the planning process, a full Risk Assessment & Management form (RAMS) is prepared for the various Regular Outings. This is reviewed every 3 months.
  - b) This RAMS will assess the need for: a map of the Changepoint property, required clothing and footwear, obstacles likely to be encountered.
  - c) Once prepared, this RAMS is to be approved by the Centre Manager.
  - d) This RAMS is to be accessible to staff and implemented on all Regular Outings. A laminated copy of the most recently updated one is kept in each trip bag.
  - e) Accidents and Injuries that occur while during Regular Outings are to be recorded using the child's Accident and Injury Record (White Card).
4. Communication with Whānau
- a) Notification of Regular Outings is given by way of the enrolment process.
  - b) If a Regular Outing has some unusual aspect to it, whānau may be advised by the daily noticeboard.
  - c) If the Regular Outing planned for a particular day involves specific or additional requirements (e.g. additional clothing) then whānau are advised so that child comes prepared.

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The procedure's outlined above endeavour to be kept up to date and compliant with the Licensing Criteria for Early Childhood Education and Care Centres 2008 and its latest updates. Find more information at: <a href="https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-">https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-</a>			

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