

Regular Outing Policy and Procedures

A. Principle

Changepoint Early Learning Centre 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.

B. Definitions

1. Licensing Criteria for Early Childhood Education and Care Centres 2008: *“Outing or Excursion means*
 - a) *Being outside the licensed premises whilst receiving education and care from the service, but*
 - b) *Does not include an outing for the purposes of emergency evacuations, drills or the receipt of urgent medical attention*
 - c) *Regular outing or excursion means outings or excursions that parents have agreed to at the time of their child’s enrolment, that are part of an ongoing planned and consistent routine of education and care*
 - d) *Special outing or excursion means outings or excursions that parents have agreed to prior to the excursion or outing taking place, that are not a regular outing or excursion.”*
2. Changepoint Early Learning Centre 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 , whanau have acknowledged and given prior permission for at the time of their child’s enrolment, and
 - iv. Which is has no additional fees attached to it.
 - 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

Strand 2: Belonging – Goal 1: *Children and their families experience an environment where connecting links With the family and the wider world are affirmed and extended.*

D. Policy Statements

The Regular Outings Policy 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 / whānau 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.
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 or by newsletter or special notice. Currently these ratios are: Under 2's 1:4, Over 2's 1-10.

E. Regular Outing Procedures

1. Enrolment Procedures
 - a) The Enrolment Form includes a “Regular Outings Permission” section.
 - b) Upon enrolment, parents / 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.
 - c) The giving of permission for Regular Outings through the Enrolment Form means that specific permission is not required each time children are taken to Kea (or to another Changepoint facility), onto the Changepoint property or onto a neighbouring property
 - d) If permission is not granted through the Enrolment Form, a child will not be able to participate in the off-site educational and care activities and will remain in the licensed premises of the ELC.
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 notebook of necessary items including: a list of children's names, Registered ECE Teacher's sign off, time in/out. This notebook must be kept for Health and Safety records, when full.
 - c) Planning is to ensure that there are communication systems in place, e.g. walkie talkies, cellphones, 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 System is prepared for the various Regular Outings.
 - b) This plan will assess the need for: a map of the Changepoint property, required clothing and footwear, obstacles likely to be encountered.
 - c) Once prepared, this plan is to be approved by the Service Manager.
 - d) This Risk Assessment & Management System is to be accessible to staff and implemented on all Regular Outings.

- 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 parents / 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, parents / 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 parents / whānau are advised so that child comes prepared.

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