



REGULAR AND SPECIAL EXCURSIONS

RATIONALE

To ensure the safety of all children on outings outside of the Educators premises while in the care of a Sprouts Educator.

PROCEDURE

Children will be taken on regular excursions with the Educator. Permission is signed on the child's enrolment form. Educators are required to have a communication system in place so that people know where the children are and the educator can communicate with others as necessary.

Regular excursions are listed in the Risk Management book for educators unique to each area. The regular excursions will include local parks, Libraries, Gym sessions, schools, supermarkets, playgroups, music groups, pet shops, animal farms, McDonald play ground, Inflatable World, Bounce, visits to other educators homes, local shops, Cafes or any unique places educators may regularly visit. (child ratio 1-4 unless swimming)

Children may be transported in a motor vehicle with the educator when permission is granted in the enrolment agreement form. Each child must be in an approved child car seat and approved by the Land Transport Legislation. The car seat will be provided by the parent.

Special excursions to specific events or places will be planned for in advance with a written assessment and management risk form completed. With written consent from the parents included in this.

Special excursions will be documented, records will include:

- The name of adults and children involved.
- The time and date of the excursion.
- The location and method of travel.
- Excursion Supervision plan developed
- Assessment and Management of risk.
- Evidence that parents have given permission

REFERENCES

Education (Early Childhood Services) Regulations 2008 (Reg 46/HS14/15)