



CHILD SAFETY POLICY – OUTINGS AND EXCURSION

Introduction

At Shine Montessori Educare (SME) outings and excursions are planned to expand children's awareness of wider community in accordance with Early Childhood Curriculum. During such outings or excursions, the health and safety of children is a priority and of paramount importance. Adequate and appropriate staffing resources are provided to ensure children are properly supervised at all times.

Guidelines

- Parents sign a general consent on registration for their children to be taken out for spontaneous excursions.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place and Parents will receive a notice of risk in their Parent Pockets.
- If children are travelling in a motor vehicle while in the care of Shine, the following procedure is adhered to:
 - A person responsible ensures that each child is restrained as required by regulation 29A of the Traffic Regulations 1976; and
 - The driver of the vehicle must have a Full New Zealand Drivers License. (This excludes buses used for transportation)
 - Records are kept of the vehicles used to transport children.
 - The written permission for the child to travel in a motor-vehicle has been obtained from the child's parent.
 - There should be two adults in any motor vehicle carrying more than 3 children as stated in regulations 27 (b)
 - The parent / guardian of each child has given written approval for the ratio to be used as stated in Regulations 27 3(b)

- If children are taken on any excursion or activity outside the Centre while in the care of Shine:
 - The ratio of adults to children is 1:5
 - The ratio of adults to children remaining at the SME Centre of 1:8 children is maintained.
 - The ratio of adults to children when going on an excursion near water is 1 adult to two children.
 - As stated in regulations 27:2a/b - The Licensee of a Licensed Centre must ensure that no child leaves the centre with any person unless the person: a)has custody of the child or
 - b) is authorised in writing to take the child by a person who has custody of the child.
 - All excursions / activities away from Shine must have written approval from parents about the ratio's used.

- If there are insufficient adults to meet the adequate ratios, the outing or excursion will be cancelled or postponed.

- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.

- A roll call to be taken before the children leave on the outing or excursion, when they arrive at the venue, when they leave the venue and when they return after the outing or excursion.

- Outings are recorded in our Outings & Excursions book:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return

- Staff-in-charge take a mobile phone, supplies of tissues, wipes, pants, etc., a mini first aid pack. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

- At least one of the persons on the outing or excursion group with the children must hold a current First Aid Certificate and at least one person remaining at the SME Centre will hold a current First Aid Certificate.

- Children will be adequately and appropriately dressed for the outing or excursion including observing sun-safe procedures as outlined in our Sun Safety Policy.

Missing child

- If a child goes missing from an outing where parents are not attending and responsible for their own child, the following procedure is followed:
 - As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
 - One staff searches the immediate vicinity but does not search beyond that.
 - The Centre Manager is informed, and if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
 - Staff take the remaining children back to the SME Centre.
 - The Centre Manager or staff-in-charge contacts the child's parent who makes their way to the outing venue.
 - The Centre Manager or staff-in-charge contact the police using the mobile phone and report the child as missing.
 - In an indoor venue, the staff-in-charge contacts the venue's security who will handle the search and contact the police if the child is not found.