

Travel and Excursions Policy (HS 14-15)

Rationale

Children and their families/whānau will experience an environment where connecting links with the family and the wider world are affirmed.

Purpose

To provide tamariki with opportunities to visit places of interest in the local and wider community, to engage with and experience nature in all its glory, and to live our philosophy of Kaitiakitanga.

Guidelines

- Permission for the child to travel by car with the educator will be given by the parent on the Enrolment Form.
- For regular outings or excursions, Educator's must complete the record of regular outings on the daily form. For special outings or excursions Educator's must complete the "Outings and Excursions Form" to record all outings or excursions. These include:
 - The names of adults and tamariki involved.
 - The time and date of the outing.
 - The location and method of travel.
 - Assessment and management of risk.
 - Evidence of parental permission for special outings or excursions.

At the time of enrolment, evidence of parental permission will be gained for the regular outings or excursions and signed consent will be given. Each educator will list their regular outings, including the RAM's for each environment, and this will form part of the parent/educator contract. Consent for Hapori will also be a part of this document and parental consent given for the places Hapori is held on a regular basis. These will be listed with the RAM's for each environment attached and signed parental consent will be given. Parents and educators receive a copy of this document, and the original is kept in the office in the child's file.

- Educators are only permitted to transport children in cars that are fitted with **Waka Kotahi NZ Transport Agency** approved car restraints. Children must be in these restraints at all times they are in the car. There is no exception to this.
- Educators must arrange with parents/guardians to leave the child's car seat with them while in care.
- Visiting teachers will check the educator's car for current Warrant of Fitness and Registration at the Minimum Standards Safety inspection and on a yearly basis.
- Educators must ensure the car has a current Warrant of Fitness and the driver has a current Driver's License.
- Children must not be left in a vehicle unattended by the educator, e.g., outside a shop, outside school.
- Educators must carry a first aid kit in their vehicle.

Date Reviewed: July 2023

NELPS objectives 1, priority 1