

Taking children out of the Centre/excursions procedure

- Preschool lead teacher will be responsible for EOTC documentation, they will work with staff members organising and attending the trip/excursion to ensure all documentation and risk assessments are completed.
 - Preschool will remain separate from Ko Taku Reo for EOTC documentation and will develop and maintain our own documentation ensuring compliance with the ECE licensing criteria.
 - There are two types of excursions as defined below:
 - Regular excursions will be defined as excursions within the Archibald Rd site (e.g Marae, village, Tu Kokiri, Field, trampoline).
 - Special Excursions will be defined as all other trips outside the wider school gates (e.g. Pumphouse, Kelston Primary, Hearing House). Parental permission will be obtained prior to each trip.
 - Regular Excursions:
 - Parental permission gained on enrolment and will include information on adult:child ratios
 - Will always be with an adult:child ratio of no less than 1:5
 - Will not leave the wider school gates (Archibald Rd site)
 - Will consider children with additional needs (i.e. mobility, anxiety etc.) and adjust the ratio accordingly.
 - Records of each excursion (including names of adults and children involved, location visited, time, date and signature of the person responsible) will be kept and made available to parents on request.
 - Special Excursions:
 - parental permission will be obtained prior to each trip. The letter should include:
 - names of adults involved
 - proposed adult:child ratio
 - Time and date of the trip
 - name of the venue or location and method of travel
 - provide details about the cost of the trip for each child (if any),
 - state the purpose of the trip,
 - seek parental permission for the child to participate in the trip and to travel in Ko Taku Reo vehicles (if applicable)
 - request parent help/volunteers where needed.
- NB: Children not enrolled on the day of the trip are able to attend the trip, but they will not be the responsibility of preschool. They require an adult to supervise them and their own transport.
- Transport arrangements:
 - Only permanent staff who hold a full driver's license can drive pool vehicles or preschool vans.
 - A contact number for each vehicle must be identified to ensure communication whilst travelling, as identified on the RAS.
 - All children travelling in vehicles must have the appropriate child safety seat for their age/size.

- The ratio for travelling in a vehicle is 1:6 adults to children, this ratio must be met while on trips.
- Each driver is responsible for completing the mileage documentation.
- Each child will be paired with an attending adult. The centre staff acknowledges that adult/child ratios will vary depending on risk factors identified when planning an outing.
 - Excursion or outing venues and methods of travel need to be assessed for risk factors (i.e. proximity to water or busy roads, interaction with the public, evacuation or lockdown procedures) when determining the adult:child ratio
 - Any special excursion from the pre-school will have an adult:child ratio of no less than 1:4.
- Before the trip staff will discuss details of the outing. During this meeting staff will discuss possible hazards and identify ways of minimising the risk to children as identified on the RAS.
- A trip bag is to be taken on each outing. The attending teacher will be responsible for ensuring this bag is fully equipped. The bag will contain:
 - first aid supplies
 - water for drinking & cups
 - spare nappies, wet wipes
 - Phone -must be equipped with:
 - Storypark- for accident reporting,
 - Discover for contact, medical and allergy information
 - AA app for traffic incidents
- Documentation will be kept of all EOTC events by the Preschool Lead Teacher.

Reviewed	April 2026
Review partners	Lead Teacher, Staff, Parents
Next review date	April 2029
Signed:	
Preschool Lead	Susan Swolfs