

Excursion Policy

Regulation 57 and Traffic Regulations 1076

For excursions away from Manukau Institute of Technology

General

- (a) For the protection against personal accidents claims, the centre van or Chartered public transportation will be used for excursions at all times. No child will travel in a private car unless driven by own parent or in extreme emergencies, eg. accident or illnesses.
- (b) Adult: child ratios at the centre will be maintained at regulatory levels for those children who are not going on the excursion.
- (c) Should adult: child ratios be insufficient to comply with the excursion policy no excursion will be undertaken.
- (d) All due care will be taken to ensure the safety of the children taking part in the excursion. This will include:
 - The availability of a first aid kit
 - Weather protection items, sunscreen, hats, water, umbrellas, raincoats etc.
 - Medication required by child is available.

Policy

- (a) The designated driver will hold a current driver's licence.
- (b) At least two **adults (one registered)** will travel on all trips including emergencies. Staff ratios will be maintained (under 2's 1-3 and over two 1-5) at scheduled levels dependant on the nature of the excursion and any identified risk factors.
- (c) All infants and toddlers will travel in an approved safety seat at all times. All children over two will travel in an approved safety or booster seat and be restrained by appropriate seat belts/**harnesses**. The only exception will be on public transportation
- (d) Prior to each excursion which involves travelling in the van or public transportation, written parental or prime caregiver permission will be sought. No child will be permitted to travel without such permission. Short walks around the North Campus are covered by the signed enrolment form.
- (e) Risk Management Analysis must be completed prior and signed by excursion organiser and team leader or manager at least 2 days prior to trip.
- (f) Children will be placed in small groups-
3-4 Yrs minimum 1 adult to 5 children
0-2 Yrs minimum 1 adult to 3 children.
However, a lower ratio is preferred and should be used when visiting places of higher risk, such a water areas or highly populated.
- (g) Parents are welcomed to attend and will be used as the primary caregiver for own child. An older sibling (18 + years of age) or any other relative assigned by the primary caregiver (Documented on permission slip) may attend in parent's absence and will assume the responsibility of that parent.
- (h) An excursion management plan will be completed by teachers prior to excursion.

This policy does not apply to visits within Manukau Institute of Technology's Campus or the local community for the purpose of transitioning to school or visits to Library and local parks. Please refer to Guidelines regarding these.

Policy Date August 2017

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