

6. EXCURSION POLICY

Whilst Everyone Out has access to a vast array of natural resources within the boundaries of our programmes, we recognise the value that venturing further afield holds for ngā tamariki and their breadth of experience. On occasion we will partake in both planned or spontaneous excursions into the local environment, in order to enrich and broaden the range of learning experiences available to ngā tamariki. We take the utmost care to ensure that such excursions are planned for and executed in the safest manner possible.

PROCEDURE:

- Excursions will be either planned: a trip further afield, requiring permission and support from whānau (such as to Otari-Wilton's Bush) or spontaneous: a local trip, made by foot, requiring no extra support or transportation (such as into Huntleigh Reserve).
- The kaiako:tamaiti ratio on all excursions will not exceed 1:10.
- Before leaving for the excursion kaiako will ensure they have:
 - Reminded all tamariki to take any necessary steps to be ready to go (eg: applied sunscreen/insect repellent and appropriate clothing, been to the wharepaku etc)
 - A list of all ngā tamariki participating in the trip and their emergency contact information
 - A first aid kit
 - Sunblock (term 1 and 4 only)
 - Water
 - Whistle
 - A mobile phone and/or walkie talkie
 - Any necessary medication that may be required, such as epi pens and/or inhalers
 - A copy of the relevant RAMS forms- shared with all kaiako before departure
- All excursions will be undertaken on foot, unless with prior arrangement and transportation support from ngā whānau.
 - If cars are to be used as transport drivers will be fully licensed and cars road worthy.
- When walking on/to an excursion:
 - One kaiako will always remain at the front and one at the back of the group.
 - Both kaiako will remain within earshot of each other.
 - On excursions of less than 10 tamariki, the kaiako will assign a responsible group leader, while remaining at the back of the group.
 - The group leader must remain within earshot of the kaiako.
 - Ngā tamariki walking between the group leader and kaiako will be organised into a buddy system
- For planned excursions:
 - Ngā mātua will receive all relevant information about the trip at least a week in advance (ie. What to bring, clothing requirements, sunhat, lunch, drink etc.)
 - Risk assessment and management plans will be completed by the Programme Kaiwhakahaere and reviewed by all kaiako.
 - All excursions, planned or spontaneous will include:
 - Regular head counts and roll call checks
 - A hui briefing ngā tamariki before they leave on the plan for the trip; as well as the safety and behavioural guidelines and expectations when

spending extended periods of time in the bush/away from the programme base.

- Another briefing at the end of the trip, detailing the plan to return
- All kaiako will ensure they have adequate knowledge of the final destination and any assigned meeting/gathering points