

## Early Childhood Learning Centre

**Categories:** Curriculum  
**Last Modified:** October 2024  
**Review Date:** October 2026

### **Policy Statement**

Children are given opportunities to visit places of interest in the local and wider community.

### **Rationale**

Children and their families will experience an environment where connecting links with the family and the wider world are affirmed and extended. The Centre endeavours to have at least two planned excursions each year for 2-5 year-olds. The nature of the excursions will vary and may include educational, cultural or sporting events.

### **Procedures**

#### **Walks within the University Campus**

1. entre.

7. In the event 2

- a. Teachers will bring along a first aid kit,
- b. Teachers will take a cell phone,
- c. Teachers will take a roll call:

before leaving the Centre,  
on arrival at the destination,  
before leaving the destination to return to the Centre, and  
on arrival back at the centre.

Checks will also take place throughout transportation

Each adult will be responsible for the tamariki in their group (this will be allocated and written on RAMS prior to excursion)

In most cases the Team Leader will attend excursions and not have tamariki in their care – continually making sure adults (Kaiako and helpers) as well as tamariki are present, safe, and coping.

- d. The teacher(s) organising the excursion will bring along a record of the excursion and leave a copy in the children's sign in/sign out sheet. The record contains the following details:
  - Date and time of excursion
  - Destination
  - Names of children on excursion
  - Names of staff members and other adults on excursion
  - Estimated time of return to the Centre
  - Cell phone number
- e. There will be teachers at the Centre to supervise children who do not go on the excursion.

3. After the excursion, the teacher(s) organising the excursion will file