

## Regular and special excursion examples

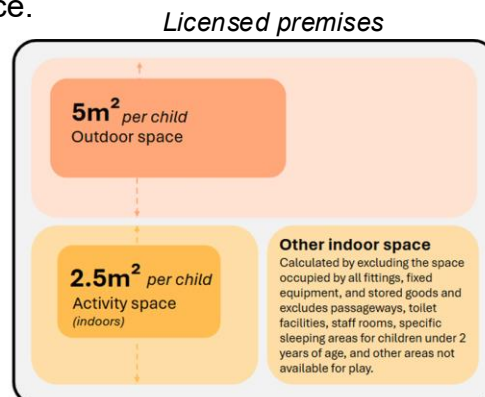
### Excursion definition

Excursion means being outside the licensed premises whilst receiving education and care from the service but does not include an outing for the purposes of:

- emergency evacuations
- drills or
- the receipt of urgent medical attention.

### Licensed premises definition

Licensed Premises =  
Outdoor space + Activity Space  
(indoors) + other parts of the indoor  
space.



### Regular excursion definition

Excursions that parents have agreed to at the time of their child's enrolment, that are part of an ongoing planned and consistent routine of education and care.

#### Example 1:

Every second Wednesday between 2pm to 4pm, a service takes a group of children for a walk to the library on the corner of Bow and Vine Street. The library is not part of the licensed premises, so is an excursion. Because this excursion is an on-going and planned part of the service's education programme then it is treated as a regular excursion.

**Example 2:** A service regularly uses a fully-fenced tennis court accessed through a secure gate from the outdoor play area. There is no set time or day as the tennis court use is dependent on the weather.

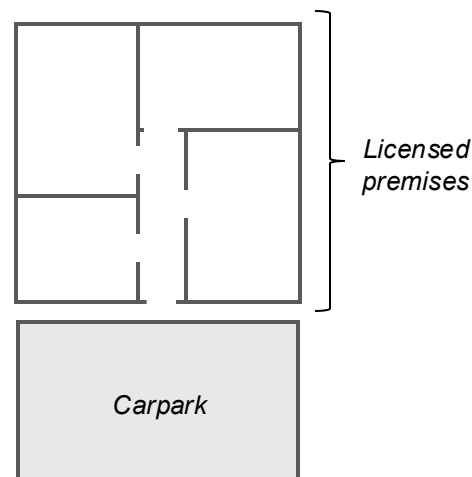
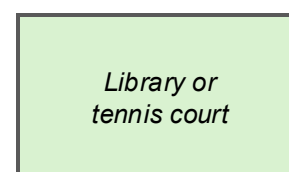
The tennis court is not part of the licensed premises, so any use of this area is an excursion.

Because this excursion is part of the service's education programme then it is treated as a regular excursion.

**Example 3:** A service has a large carpark at the front of the building. Each term a visiting emergency services, such as Police or Fire and Emergency New Zealand visits the children. Children have the opportunity to look at and climb into the vehicles with adult supervision in the car park.

As the carpark is not included within the licensed premises, the service must treat any use of this area as an excursion.

Because this excursion is part of the service's education programme then it is treated as a regular excursion.



## Regular and special excursion examples

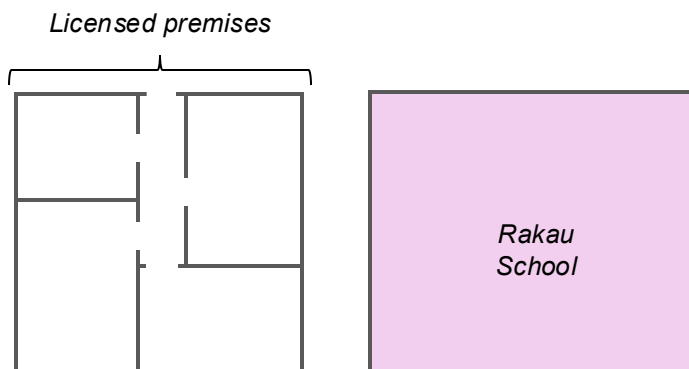
### Example 4:

A service is next to a school, and the majority of children attending the service have siblings at Rakau school and will transition to the school later on.

To support effective transitions, the oldest group of 10 children who are intending to be enrolled at the school, visit the school every Friday morning, spending time in the classroom and at the school assembly for a number of weeks before they start school.

This is considered an excursion as the children leave the licensed premises.

If this excursion is part of the service's education programme then it is able to be treated as a regular excursion.



### Regular excursion requirements summary:

#### Risk assessment and management process undertaken (RAMS).

A RAMS must be completed based on the location and method of travel

- Example 1 = Location - the public library. Method of travel - walking to the bus stop via this specific route, catching the bus and walking to the library.
- Example 2 = Location - tennis court. Method of travel - walking via the playground gate,
- Example 3 = Location - the carpark. Method of travel - walking via the main exit.
- Example 4 = Location - Rakau School. Method of travel - walking via this specific route .

**Adult:child ratios determined.**

**First aid requirements are complied with.**

**Parental permission and approval at enrolment gained.**

**A communication system is in place.**

- People must know where the children are, this includes notifying parents before each excursion, so they know where their child is.
- adults must be able to communicate with others, as necessary.

**Person responsible approval gained.**

**Records of the excursion are kept.**

For specific information and guidance on excursions refer to the Ministry's webpage : [HS113 Excursions - Ministry of Education](#)

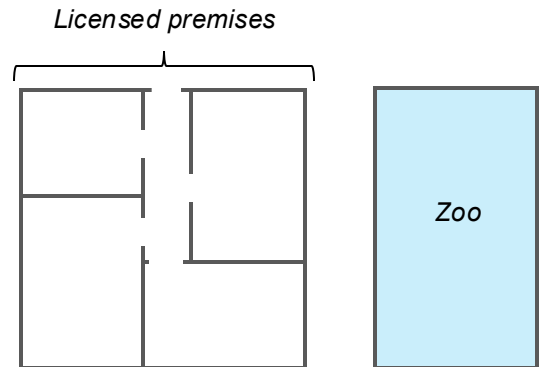
## Regular and special excursion examples

### Special excursion definition

Excursions that parents have agreed to prior to the excursion taking place, that are not a regular excursion.

**Example A:** A service plans a one-off Christmas excursion to the zoo with a picnic. The zoo is not part of the licensed premises so must be treated as an excursion.

Because the excursion to the zoo occurs only once a year, it is not part of the regular programme so it is treated as a special excursion.



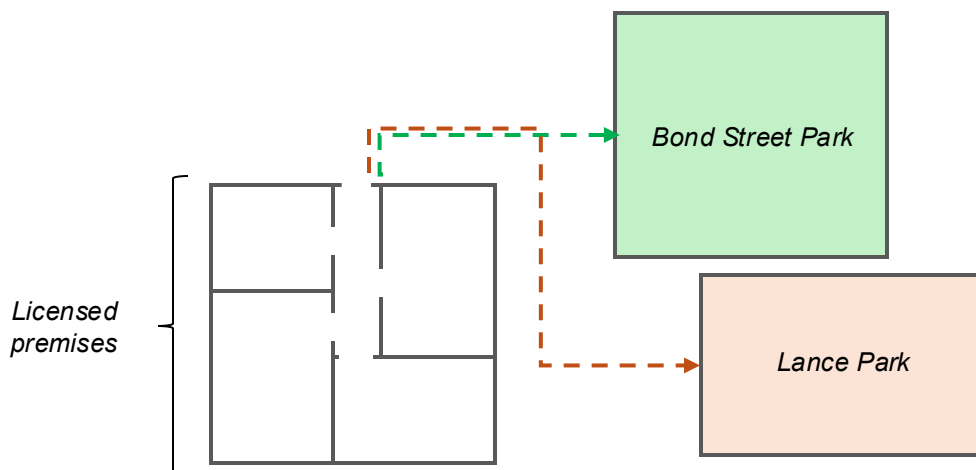
### Example B:

A service usually takes children to Bond Street Park and treats this as a regular excursion.

There is a lantern display at a different park nearby (Lance park), and the service plans to take a group of children to see the lanterns.

Because neither park is part of the licensed premises, visits to both parks are considered excursions.

Even though Bond Street Park is treated as a regular excursion and parental permission has been gained at enrolment, Lance park is a different location and is not part of the service's regular education programme. This means the visit to Lance Park is a special excursion.



## **Special excursion requirements summary:**

### **Risk assessment and management process undertaken (RAMS).**

A RAMS must be completed based on the location and method of travel

- Example A = Location -the zoo. Method of travel - walking to the bus stop via this specific route, catching the bus and walking to the zoo.
- Example B =.Location - Lance park. Method of travel - walking via this specific route.

**Adult:child ratios determined.**

**First aid requirements are complied with.**

**Parental permission and approval gained before the excursion.**

**A communication system is in place.**

- People must know where the children are, this includes notifying parents before each excursion, so they know where their child is.
- adults must be able to communicate with others, as necessary.

**Person responsible approval gained.**

**Records of the excursion are kept.**

For specific information and guidance on excursions refer to the Ministry's webpage : [HS113 Excursions - Ministry of Education](#)