

Regular and special excursion examples for home-based services

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:

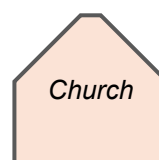
- emergency evacuations
- drills or
- the receipt of urgent medical attention.

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:

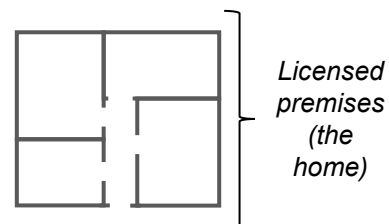
Every second Wednesday between 2pm to 4pm, the home-based educator takes the children for a walk to the music and movement session at a local church on the corner of Bow and Vine Street. Because this excursion is an on-going and planned part of the education programme then it is treated as a regular excursion.



Example 2:

A home-based educator regularly uses a fully-fenced tennis court in the property next door. There is no set time or day as the tennis court use is dependent on the weather.

Because this excursion is part of the on-going education programme then it is treated as a regular excursion.



Example 3:

A home-based educator visits the local public library each week for story-time sessions. Following storytime, the educator and children meet with other homebased educators and their children at the library café for coffee, snacks, and social interaction.

Because this excursion is part of the on-going education programme then it is 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 local church. 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 this specific route,
- Example 3 = Location - the public library and library café. Method of travel car – parking building, walking to library to and from the carpark.

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.

Records of the excursion are kept.

For specific information and guidance on excursions refer to the Ministry's webpage:

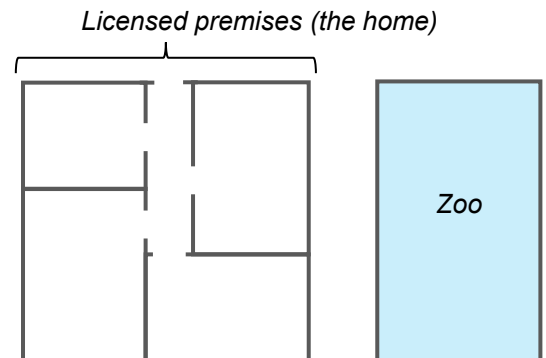
[HS210 Excursions - Ministry of Education](#)

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Special excursion definition

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

Example A: A home-based service provider plans a one-off Christmas excursion to the zoo with a picnic for all educators and their children. 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.



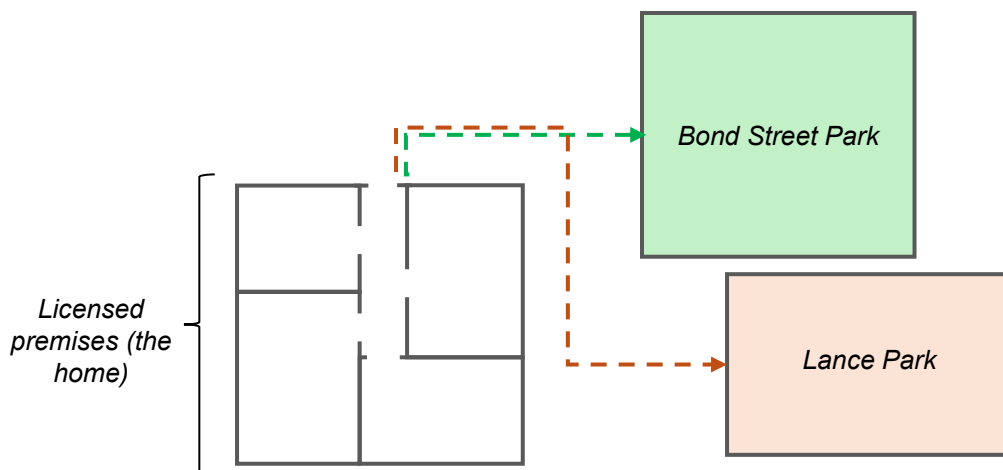
Example B:

A home-based educator 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 educator plans to take the children to see the lanterns.

Because neither park is part of the licensed premises (home), 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 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.

Parental permission and approval gained before the excursion.

A communication system is in place.

-People must know where the children are; and

-adults must be able to communicate with others, as necessary.

Records of the excursion are kept.

For specific information and guidance on excursions refer to the Ministry's webpage

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