**Excursion Policy**

*Taking the children out of the centre (travel and trips.)*

Little Sunbeams Christian Early Childhood Centre may occasionally organise trips for children to events or activities. Parents will give written approval for their child to attend each and every trip before it occurs. Adult/child ratios will also be approved by parents and to the satisfaction of the Secretary of Education. Normal staff/child ratios at the centre are to be maintained.

1. Parents/Guardians will give or withhold permission for their child being taken on short walks out of the centre by completing a statement on the child’s enrolment form.
2. When children are taken on walks in the local area, not less than the child ratio of two adults to six children 2:6 be the requirement, and the required centre ratio will also be maintained in accordance with the Education (Early Childhood Centre) Regulations 1998:27 (1,3).
3. When a child is to be taken out of the centre by motor vehicle, written advice will be given to the parent/guardian at least one week before the outing is to take place and the parent will give written permission.
4. If the parent/guardian does not give permission to take their child on an excursion, then the parent/guardian will have to find alternative care as the centre will be closed.
5. If traveling in a car all children will use legally required child constraints, and there will be at least two adults in every vehicle carrying three or more children in accordance with the Traffic Regulations 1976: R29A Children under five to be restrained in approved child restraint.
6. When children are taken on an excursion the group ratio will be one adult to every three children over two years old 1:3.
7. All children and staff will wear a name tag with the centre name and destination written on it.
8. The Team Leader will carry out a roll call and head count regularly.
9. An emergency pack will be taken by the staff. It will contain First Aid equipment, medication, a phone card or cell phone, wet wipes, and drinking water.
10. If all the children from the centre are going on the outing, a notice must be placed on the front door to inform visitors where the children are, and their approximate time of return.