

## RISK ASSESSMENT POLICY

Last Reviewed: Aug 2020 Last Updated: Aug 2020  
References: HS14

### Rationale

To ensure tamariki and adults are kept safe during activities undertaken out of the home through effective assessment and management of risks.

### Procedure

#### Regular Excursions

- Evidence of parental permission and assessment of potential risks will be provided at the time of enrolment for regular excursions, allowing the kaiako to attend the specified excursion without seeking further permission from the parent.
- By the parent completing the Regular Excursion Permission and Risk Assessment form found in the Child Portfolio, they agree that the kaiako is allowed to take the child to the listed excursions without seeking additional permission.
- Any regular excursions must be pre recorded in the Regular Excursion Permission and Risk Assessment form. If the excursion is not listed in this form it must be treated as a special excursion.
- Kaiako will at all times carry a cellphone with them or provide the parent's with a contact number of where they can be reached in an emergency.
- Minimum adult to child ratios must be maintained for all regular excursions. The adult to child ratio for regular excursions is 1 adult to 4 tamariki (with a maximum of 2 tamariki aged under 2 to form no more than 4 tamariki total).
- Additional regular excursions may be added to the Regular Excursion Permission and Risk Assessment form in advance of any excursion by both the kaiako and parent completing and signing the Risk Assessment Update in the Child Portfolio.

#### Special Excursions

- Evidence of Parental permission and assessment of potential risks must be provided for all special outings not pre approved by the parent in the Child Portfolio.
- By the parent completing the Special Excursion permission and Risk Assessment Form found in the Child Portfolio, they agree that the kaiako is allowed to take the child to that listed excursion only.
- Kaiako will at all times carry a cellphone with them or provide the parents with a contact number of where they can be reached in an emergency.
- Minimum adult to child ratios must be maintained for all special excursions. The adult to child ratio for special excursions is to be agreed on by both the parent and kaiako as outlined in the Special Excursion permission and Risk Assessment Form and must assess all potential risks when considering appropriate adult-to-child ratios. The ratio must not exceed 1 adult to 4 tamariki (with a maximum of 2 tamariki aged under 2 to form no more than 4 tamariki total).

### Special Excursion – Playschool Facilitated

- The Playschool staff member responsible for the overseeing of the special excursion must complete a detailed risk assessment for the location of the special excursion and complete the Playschool Facilitated Child Excursion Risk Assessment Report. This report is provided in writing to all kaiako and parents of tamariki attending the special excursion.
- Evidence of both kaiako and parental permission and acknowledgement of potential risks must be provided prior to special excursion. This may be in advance of the special excursion or at the point of registration on the day of the special excursion, using the Playschool Facilitated Child Excursion Risk Assessment Report.
- By signing the Facilitated Child Excursion Risk Assessment Report completed by Playschool, the parents agree that the kaiako is allowed to take the child to the listed special Playschool facilitated excursion.
- Kaiako will at all times carry a cellphone with them or provide the parent's with a contact number of where they can be reached in an emergency
- Minimum adult to child ratios must be maintained for all special excursions facilitated by Playschool. The adult to child ratio for Playschool facilitated special excursions is to be decided by Playschool staff after a thorough risk assessment of the excursion site. By completing the attendance register of the Playschool facilitated excursion, both the parent and kaiako agree to the prescribed adult to child ratio. The ratio must not exceed 1 adult to 4 tamariki (with a maximum of 2 tamariki aged under 2 to form no more than 4 tamariki total).

No excursions, whether it be planned, special or Playschool facilitated may be undertaken without the parents prior written permission and all tamariki must be restrained as required by Land Transport legislation.