

# Errata Sheet

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## Title and commencement

- 1 Title and commencement** – these criteria may be cited as the Licensing Criteria for Early Childhood Education and Care Centres 2008.

These criteria came into force on 1 December 2008. Amendments came into effect on 28 August 2009.

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- 4** (f) **outing** or **excursion** means –
- i. being outside the licensed premises whilst receiving education and care from the service; but
  - ii. does not include an outing for the purposes of emergency evacuations, drills or the receipt of urgent medical attention.
  - iii. regular outing or excursion means – outings or 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.
  - iv. special outing or excursion means – outings or excursions that parents have agreed to prior to the excursion or outing taking place, that are not a regular outing or excursion.
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## Premises and facilities

**PF8** There are sufficient spaces for equipment and material to be stored safely. Stored equipment and materials can be easily and safely accessed by adults, and where practicable, by children.

**PF9** ☼ There is space for adults working at the service to:

- use for planned breaks;
- meet privately with parents and colleagues;
- store curriculum support materials; and
- assess, plan, and evaluate.

**PF13** Outdoor activity space is:

- connected to the indoor activity space and can be easily and safely accessed by children;
- safe, well-drained, and suitably surfaced for a variety of activities;
- enclosed by structures and/or fences and gates designed to ensure that children are not able to leave the premises without the knowledge of adults providing education and care;
- not unduly restricted by Resource Consent conditions with regards to its use by the service to provide for outdoor experiences; and
- available for the exclusive use of the service during hours of operation.

**PF26** # ☼ There are suitable facilities provided for washing sick or soiled children and a procedure outlining how hygiene and infection control outcomes will be met when washing sick and soiled children.

### **Documentation required**

A procedure outlining how the service will ensure hygiene and infection control outcomes are met when washing sick or soiled children.

**PF37** ALL-DAY SERVICES ONLY: A designated space is available to support the provision of restful sleep for children under the age of two at any time they are attending.

This space is located and designed to:

- minimise fluctuations in temperature, noise and lighting levels;
- allow adequate supervision; and
- accommodate at least the requirements of criterion PF38, when arranged in accordance with criterion HS10.

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## Health and safety

**HS17** Whenever children leave the premises on an outing or excursion:

- assessment and management of risk is undertaken, and adult:child ratios are determined accordingly. Ratios are not less than the required adult:child ratio;
- the first aid requirements in criterion HS25 are met in relation to those children and any children remaining at the premises;
- parents have given prior written approval to their child's participation and of the proposed ratio for:
  - i. regular outings or excursions at the time of enrolment; and
  - ii. special outings or excursions prior to the outing or excursion taking place; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.

When children leave the premises on a regular or special outing or excursion the outing or excursion must be approved by the Person Responsible.

***Documentation required:***

A record of outings or excursions. Records include:

- the names of adults and children involved;
- the time and date of the outing;
- the location and method of travel;
- assessment and management of risk;
- adult:child ratios;
- evidence of parental permission and approval of adult:child ratios for regular outings or excursions; and
- evidence of parental permission and approval of adult:child ratios for special outings or excursions.

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## Governance, management and administration

**GMA7** Suitable human resource management practices are implemented.

***Documentation required:***

Processes for human resource management; including:

- selection and appointment procedures;
- job/role descriptions;
- induction procedures into the service;
- a system of regular appraisal;
- provision for professional development;
- a definition of serious misconduct; and
- discipline/dismissal procedures.