

# **The Children's Lodge Policy on Outings**

## **1. Rational and Policy Considerations:**

Outings extend and enhance the learning opportunities provided within an early years setting.

The Main Purpose of this policy is to specify what to do to keep children safe and well when they are under the control of the service, but not on the premises.

It is important also to ensure that we provide an enjoyable, engaging and valuable experience that will extend the children's interests and knowledge beyond the early years setting.

### **Legislation and regulatory requirement-**

- Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991, (Early Years Services) (Amendment) Regulations 2016
- Children's First Act 2015 and Children First: National Guidance for the Protection and Welfare of children 2017
- Health and Safety at Work Acts 2005 and 2010

### **Children's Needs-**

- Well planned, interesting and safe opportunities to explore the world outside their early years setting, to enhance their interests and learning about the world.
- Adequate, appropriate supervision so they can feel safe and secure.
- Someone who can provide first aid in case of accidents.
- Someone who knows what to do and how to keep everyone safe and well if a serious incident occurs.

### **Parents/Guardian/Families Needs-**

- Their children will not be taken on outings unless they (parents or guardians) have given informed consent.
- Their children will be safe and appropriately supervised ensuring Adult/Child ratio
- Their children will have well-planned, purposeful opportunities for interesting and exciting learning experiences outside of their early years setting.
- There will be clear information on the plans for any outings, including any risk assessments.
- There will be insurance cover for the outing.
- Staff will have first aid training.
- The adults who lead outings will be able to deal with any situations, such as medical or other emergencies, that occur while not on the service premises.
- Staff will have a power bank and charging lead for mobile phones.
- Staff will have contact details for all parents

- Staff will have the roll book and will take a roll call before, during and after the outing.

#### **Staff Needs-**

Staff members need:

- To be clear on their roles and responsibilities in relation to ensuring the safety and well-being of the children when planning and going on outings.
- To be clear on what the procedures are in order to make sure children stay safe and their wellbeing is assured on outings.

#### **Management Needs-**

Management need:

- To know that all staff members have the information and resources they need to provide quality learning opportunities for the children.
- To make sure that staff members will inform them about any plans for outings.
- To make sure that all necessary procedures and precautions needed for outings include-
  1. Appropriate written consents from parents
  2. Risk assessments are carried out before the outing
  3. Appropriate ratios and supervision arrangements are in place
  4. Appropriate and safe transportation is provided
  5. Communication will all other stakeholders about the outing takes place
  6. Staff have first aid training and are aware of all medical considerations
  7. Mobile phone are fully charged and that a power bank and charging lead is taken on the outing
  8. The Roll book is taken on the trip and children are checked on the trip through the roll call and counting.
  9. Contact details of all parents/guardians/childminders etc are taken on the outing.
  10. Staff will have the knowledge and capacity to handle a Critical Incident e.g. missing child on the outing
  11. First Aid box will be taken on the outings
  12. Insurance cover will be checked before the trip
  13. A checklist for outings will be taken before the children leave on the outing

#### **National Quality Frameworks-**

- Tulsa: Quality and Regulatory Framework
- Siolta: The National Quality Framework for Early Childhood Education
- Aistear: The Early Childhood Curriculum Framework
- Early Years Education-focused Inspection (EYEI) Framework (Department of Education and Skills)

## **2. Policy Statement:**

Outings are planned to provide new, varied, exciting and interesting learning and development experiences for the children.

Thorough risk assessments are carried out prior to all outings/excursions and adequate insurance cover for the outing, including transportation, is provided for. Adequate and appropriate precautions are taken to prevent accidents, incidents or infection.

The safety and welfare of the child will always be the first consideration if a child is injured or an accident occurs, and parents and guardians will always be kept fully informed.

Part of our planning process involves ensuring that outings are appropriate for the age and level of the development of the participating child.

Parents/guardians will be provided with advance notice of each outing with details of the date, destination, leaving and return times, staffing and group size, cost of transport arrangements.

Written parent/guardian consent must be obtained for each child participating. Only a parent or legal guardian can give consent for their child. Signed consent forms will be retained in the service in accordance with data protection requirements. For a regular outing, the written consent will be obtained once at the beginning of the term.

All children will be safely and appropriately supervised while on the outing.

Parent/guardian or carer support on the day of the outing or excursion is encouraged and welcomed. The ratio of children to adults will be based on risk assessment.

Parent/guardian or carer supports will only be allowed to supervise their own children and will be accompanied by one staff member.

Our outing normally is to a local pet farm i.e. Rumleys Pet Farm

When transport is needed, all necessary steps are taken to ensure that children will be transported safely with appropriate use of car seats and seat belts

Parents/guardians can decline any offer for their children to be involved in any planned outings. If this happens, alternative arrangements are made for their child. Children who do not have parent or guardian consent to go on an outing will be supported to make sure they do not feel excluded.

### **3. Procedures & Practices**

#### **Consent-**

Parents and guardians must have written authorisation for their child to be involved in an outing with full knowledge of the date, proposed destination and method of transport, planned activities and number of staff members and other adults accompanying/supervising children.

The consent must include:

- The child's name
- The reason for the outing
- The date and the expected time of departure and return
- A description of the proposed destination
- The method of transport that will be used.
- The proposed activities
- The anticipated number of children likely to be going on the outing
- The adult child ratio on the outing
- Any adults other than staff members who will be accompanying and supervising the children on the outing
- Information about risk assessment that has been carried out and is available at the service

Parents or guardians must also be notified in advance about what type of clothing will be suitable for their child to wear, and also whether they will need to provide items such as spare cloths, sunscreen, a packet lunch and drinks.

Staff can only plan outings with the knowledge and written consent of the Owner/Supervisor Sinead Brady.

Written plans of the outing, including the risk assessment, must be presented to Sinead Brady in advance of the proposed outing.

#### **Insurance-**

We are fully covered for outings outside the school premises. However, we will check to ensure that we are fully covered before each trip. We will also notify our Insurance Company of our location for our outing.

Our Insurance Provider is Padraic Smith, Dublin 01/8330888.

#### **Safety Considerations and risk assessment-**

The person in charge of the outing will have the ability to implement safety procedures- this includes taking all appropriate steps to ensure that children are transported safely. That person will be Sinead Brady Owner/Supervisor.

In all cases, a risk assessment must be done to assess how many members of staff are needed to accompany children on outings.

An exploratory visit is to be carried out by appropriately qualified staff members to assess the suitability of the destination/venue. A risk assessment must be carried out before an outing takes place.

The risk assessment must identify and assess the risks a particular outing may pose to the safety, health or well being of any child being taken on the outing and specify how the identified risks will be managed and minimized.

It is important to be aware of any possible risks and any necessary precautions involved for a particular location and for particular types of weather.

**Consider:**

- Route and destination
- Type of activities
- Weather forecast – consider the need for sunscreen and/or raingear and willies, suitable footwear ( not sandals)
- Proposed duration
- Transport to and from destination
- The number of adults, staff and children involved in the outings
- The number of staff and other responsible adults needed to provide supervision and any specialized skills that are required.
- The items that should be taken
- Safety notices at the destination, such as signs and flags
- Hand washing requirements
- Children's allergies, including food hypersensitivities
- Additional need of any child
- Water hazards
- Any risk associated with water based activities.

Age-appropriate guidance and warnings should be given to the children.

Hygiene issues will be discussed with all children and volunteer helpers especially on farm visits.

A list of all members of staff and children participating in the outing, along with relevant phone numbers will be left with Sinead Brady.

**Supervision of children-**

A group photograph will be taken before leaving the service to check against if required. This is to provide the most recent picture of the children in their clothes.

Hi-Vis vest will be placed on every child with the name of the school printed on the back. Children will also have their name tag on the front of the vest. These will only be taken off on the return to the setting.

Children must at all times be appropriately supervised to ensure no child gets lost and there is no unauthorized access to children.

Particular care will be taken when supervising children at pick up and drop off .

Prior to any outing staff member will decide who will help search, how the search will be carried out and who will take charge of the rest of the group of children should a child go missing.

Children will participate in a name to face roll check on leaving the service, on arrival at the destination, at regular intervals while at the destination, when moving from area to area (including going indoors and outdoors), leaving the destination and on return to the service.

Item to be taken will include:

- A fully charged mobile phone with power bank and charging lead.
- All children contact numbers will be easily accessible on the phone as well as emergency numbers)
- A fully stocked first aid kit will be taken as well as emergency medications or supplies as specified in any of the children's individual care plans. All medications will be in their proper original container with pharmacist's instructions included. Medications will be carried in a cool pack if needed.
- The Record of Attendance and the children's next of kin emergency contact information (i.e. parents/guardians home, work and mobile numbers)
- Individual Care Plans for children who have them.
- A list of emergency service contacts
- A Critical Incident Plan, where appropriate
- Some Spare Clothes

There will be at least one holder of a current first aid certificate present at all times.

### **Food and Drink:**

Where food and drink are brought on the outing, food safety guidelines will be followed.

Children must have their hands cleaned before eating.

Children must have access to drinking water and be kept well hydrated during all outings.

### **Transport:**

When transport is needed for any outing, the staff member in charge of the outing must ensure that

- Drivers are appropriately vetted by the National Vetting Bureau of An Garda Siochana where applicable.
- There is a safe supervision of children during transport, and getting in and out of the bus.
- All children are wearing seatbelts. Staff will check before bus starts and during the trip
- Children are never left alone on the bus and keys are never left in the ignition.
- The vehicle is equipped with a ramp or lift if needed.

- Records will be kept of the vehicle used to transport children with the named drivers and appropriate insurance cover in accordance with date protection requirements.

### **Accidents, Incidents or injuries:**

If there is an accident involving a child, a member of staff, or an accompanying adult or a child goes missing on the outing or is left behind, the staff member in charge of the outing must make sure that:

- The previously agreed search procedure is followed if necessary.
- The pre-assigned member of staff take the other children back to the service.
- The member of staff with up to date first aid training administers first aid if necessary.
- They take charge of all necessary communications with emergency services and with the parents/guardians of the child concerned/
- The registered provider or service manager is contacted immediately.
- On return the occurrence is recorded as a incident on the Incident Report Form.

### **4. Communication Plan for staff and families**

All parents or guardians are to be informed of the policy and procedures regarding outings on enrolment. Staff members will check with parents/guardians that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be given to all parents. This policy will also be reviewed with staff members at induction and annual staff training.

A copy of all policies are available by contacting Sinead Brady. A copy will be provided upon request. Written notification will be given of any updates to this policy.

### **5. Who must Observe this Policy**

This policy must be observed by all managers and all staff members and be available to parents/guardians.

### **6. Actions to be followed if the policy is not implemented**

Staff may be suspended without pay and will be given further training to ensure that this will not happen again.

### **7. Contact Information**

Sinead Brady Owner/Supervisor may be contacted on 086-2471820 or by email on [sineadbrady07@gmail.com](mailto:sineadbrady07@gmail.com)

### **8. This policy was created by:**

Sinead Brady on the 2<sup>nd</sup> September, 2019

**9. Signatures:**

	<b>Name and position</b>	<b>Signature</b>
<b>Approved by</b>	SINEAD BRADY owner	Sinead Brady
<b>Approved by</b>		

**10. Review date:**

<b>Date this policy will be reviewed on</b>	1/9/2020
<b>Reviewed on</b>	
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