

OUTINGS POLICY

Over the Rainbow Early Learning Centre Ltd understands the value outings can bring to children's learning and development and how they can enrich our existing curriculum. We are committed to ensuring the safety and welfare of children attending our setting and giving children and parents the opportunity to share in active learning experiences in suitable and safe settings outside of our centre.

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 requirements

- Child Care Act 1991(Early Years Services) Regulations 2016
- Children First Act 2015
- Health and Safety at Work Acts 2005 and 2010

Staff can only plan outings with the knowledge and consent of the Manager. Written plans of the outing, including the risk assessment, must be presented to the Manager in advance of the proposed outing.

Measures to be taken to ensure the safety and welfare of pre-school children on outings:

- We have a checklist in place to ensure that all procedures in relation to the conduct of outings is adhered to.
- 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 or incident 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 development of participating children. An exploratory visit might be required in some cases by appropriately qualified staff members, to assess the suitability of the destination/venue.
- We carry-out a Risk Assessment on the proposed area/centre for the outing, this is carried out prior to the outing itself.
- We provide parents with information in writing about the proposed outing, include full details, venue, time, cost, and their role.
- Written Parent/guardian consent must be obtained for each participating child prior to any outings. 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 term.

- Parents and 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.
- We ensure that all transport vehicles to the centre are roadworthy, fully insured and fit for purpose. Records will be kept of vehicles used to transport children and adults with named drivers and insurance cover and all buses will have appropriate child seat belt restraints.
- 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. Volunteers are not subject to Garda vetting and there will not be allowed to supervise any children (other than their own children) unless accompanied by at least one member of staff as stated in our Child Protection Policy.
- We take a roll call of all the children attending the outing before, during and after the visit. To ensure that all children are accounted for, a name-to-face check will be carried out:
 - ✓ 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 or outdoors
 - ✓ Leaving the destination
 - ✓ On return to the service.
- We take a group photograph before each outing so we have an up to date photo of the children in their clothes in case they go missing. Prior to any outing, staff members will decide who will help to 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.
- We ensure that adult child ratios are adhered to in line with our insurance policy and will be based on the risk assessment.
- We bring contact details of all parents of the children attending, including emergency contact details.
- We ensure that we have a mobile phone with the lead adult, which is fully charged and ready for use when required. We provide the parents of the children attending with the contact number of this phone while we are on outings. We give details of the venue, time of departure and return from venue.
- We provide children with red T-shirts displaying our name and logo as an identifiable piece of clothing of our centre.
- The children will be, at all times, appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- We provide parents with details of the right clothing for the day for their child. In line with our Sun Protection Policy, we will provide sun screen for children during the outing and parents will supply sun hats and long sleeve tops prior to the outing.
- We will bring a range of spare clothing for children in the event that changes are needed.
- We will bring a fully stocked first aid box and have a qualified first aid officer on every outing.
- We will bring any medication necessary for children who require it while on outings. Policy and procedure for administration will be followed and documented.

- Parents will be notified prior to the outing that Garda vetting is not required for them to attend an outing.

Items to be taken, by the person in charge, on the outing:

- A fully charged mobile phone (with easily accessible emergency contact numbers) must be taken by the person in charge of the outing on all outings.
- The First Aid kit and medications for the children who need them on the day must also be taken (see Medications Policy for more detail). Emergency medications or supplies as specified in any of the children's Individual Care Plans. All medications must be in their proper original container with pharmacist's instructions included. Medications that normally require refrigeration must be carried in a cool pack.
- The Record of Attendance and the children's next of kin emergency contact information (i.e. parent(s)/guardian(s) 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.

Food and drinks

- Where food and drinks are brought on the outing, food safety guidelines must 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:

- Car seats are provided and are appropriate to the age and height of each child being transported, in line with S.I. No. 240 of 2006, European Communities.
- Drivers are appropriately vetted by the National Vetting Bureau of An Garda Síochána where applicable.
- There is safe supervision of children during transport, and getting in and out of vehicles.
- Children are never left alone inside a vehicle, even when the engine is turned off.
- Car keys are never left in the ignition when getting out of the car and car keys are kept in a safe place, out of reach of children.
- Where required, a vehicle is equipped with a ramp or hydraulic lift to allow entry and exit.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover in accordance with data 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 members 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.
- The staff member in charge takes charge of all necessary communications with emergency services and with the parents/guardians of the child/children concerned.
- The manager is contacted immediately.
- On return the occurrence is recorded as an incident in the Accident and Incident Book and the procedures as laid out in the Accident and Incident policy are followed.

Communication Plan

- 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 included in the Parent Handbook. This policy will also be reviewed with staff members at induction and annual staff training.
- A copy of all policies will be available during all hours of operation to staff members and parents/guardians in the Policy Folder located in within each room.
- Parents/guardians may receive a copy of the policy at any time upon request.
- Parents/guardians and the staff team will receive written notification of any updates.

Review and Evaluation - After each outing:

- The Management and staff will review and evaluate each outing after it has taken place to ensure that all safety measures and procedures were conducted and contributed to the safety, health and welfare of the children, staff and parents attending.
- Outcomes of these reviews will be recorded.
- See critical incident policy for details of management of a critical incident such as a child going missing on an outing.

All parents/guardians are informed of this policy on enrolment. Staff members will check with parents that they have read and understood the policy and provide any assistance needed.

Communication

A summary of this policy will be included in the parent handbook. This policy will also be reviewed with staff members at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in the setting.

Parents/guardians may receive a copy of the full policy and procedures at any time upon request. Parents/guardians and all relevant staff members will receive written notification

of any updates to this policy.

This policy was adopted by **Over the Rainbow Early Learning Centre Ltd** on:

Date: _____

Manager

co-Manager

Review Date: _____