

Outings Policy

Clondrohid Community Crèche, Pre-School & after School understands the importance of outings.

We will give the children and families opportunities to take part in outings through the year. Our outings provide an opportunity for children and adults to share in active learning experiences, which enhance many areas of our curriculum.

This policy is underpinned by the Preschool Regulations 2006

A Risk/Benefit assessment is carried out before an outing takes place. Arrangements are in place to ensure that children are safely escorted on any outing by adhering to the ratios at all times.

If a child with additional needs has an assigned carer assigned to them, then they must accompany this child on the outing if they are unable to attend then the child's parent/guardian must accompany them on the outing.

Outings can be an opportunity to extend the curriculum and be a response to children's interests. Information about proposed outings are given to the parent/guardian/carers in advance.

Parent/guardian/carers are invited to take an active part in the annual school tour. Each child must be accompanied by their parent/guardian for this tour to be able to take place; it's also a great day out for the parents. Parents are asked to dress the children appropriately i.e. warm clothes if its cold. We bring our rain gear for all the children and wellies in case it is wet. The parent's are also asked to bring a packed lunch for themselves and their child. Staff will ensure there is adequate hand washing facilities available.

A bus is organised by the service to transport staff, parents and children. Parent's will be notified of the time of collection from service and drop-off time back to the service.

On registration we receive signed permission from parent/guardian/carers for outings.

Garda Vetting is not required for parents going on outings. Parents on outings working in a supportive role to staff do not require vetting as they do not have unsupervised access to other people's children.

However the minimum ratios as outlined in the regulations are maintained by paid staff.

Children will be introduced in smaller groups to local community i.e. Firefighter, Paramedic, Nurse Community Garda etc. It can vary from year to year; the above guidelines for outings apply to these local visits as well as to more formal outings. To build on the learning experiences of outings, children will be given an opportunity to discuss these experiences and to explore and investigate what they have experienced.

All of our staff has current First Aid training. A First Aid box is taken on outings. We have an Outings Checklist that we go through before we leave on that checklist are:

Contact numbers and details for all children on the outing

At least one charged Mobile phone available in case of an emergency.

Contact the Insurance Company

Roll Call is our method of checking if all children are present and we are always counting i.e. boarding the bus, leaving the bus, snack time when all the group are together, before we exit the venue children are counted and as they board the bus to leave.

In the event of an incident occurring we:

- Administer First Aid if needed
- A member of staff stays with the child and the parent/guardian
- The other staff members finish the tour with the other children and parents
- The member of staff that stays with the child communicates with the emergency services if needed
- The Manager contacted immediately
- When we return to the service we write up an accident/incident report form

In the event of a critical incident occurs i.e. a child goes missing we:

- All members of staff on the tour are notified and they search
- We notify the management of the company that we are visiting
- After our search if the child is still missing, we ring the Gardaí
- The manager is contacted immediately
- The room leader needs to stay behind with the parent/guardian
- The other staff members need to do their roll call and take all the other children and parents back to the service.

This policy was adopted by: Clann Aire Date: November 2019

Signed by: _____ on behalf of Management