

**POLICY NO.12 OUTINGS POLICY****REV: 11 DATE: 18.07.2022****POLICY STATEMENT**

**Scamps & Scholars** is committed to supporting each child's health and well-being. Outings are planned to provide varied and interesting learning experiences for children in our care.

Risk assessments are carried out prior to all outings and adequate insurance is in place. Parents/Guardians will be provided with advance notice of each outing and written consent will be obtained from Parents/Guardians. This policy outlines how we conduct outings in Scamps & Scholars. This policy has been updated in line with current guidance the This policy is available to all Parents/Guardians and guardians. There is a consent form for outings included as an appendix to this policy.

**Principle**

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2016 and the Tusla Early Years Inspectorate Quality Regulatory Framework.

**This policy is available on the parents information disc and also available on our website to read or download.**

**Sample Policy****Risk Assessment:**

- A detailed Risk Assessment (at the end of this policy sample risk assessment) is carried by Scamps & Scholars out on the proposed outing location and transportation for the outing, this is carried out prior to the outing itself.
- The risk assessment completed prior to the outing is used to determine how many members of staff are needed to accompany children. The ratio for the outing is established through this risk assessment as well as how the play pod insurance requirements.
- A general ratio for outings is 1 adult to 3 children but this can be adjusted to take into account the age of the children involved and the venue and its staffing levels will also be considered.
- The risk assessment identifies and assess the risks a particular outing may pose to the safety, health and wellbeing of any child being taken on the outing and specifies how the identified risks will be managed and minimised.
- An exploratory visit may be carried out by at least one staff member to the proposed location of the outing as part of the risk assessment process if the venue is new to Scamps & Scholars.
- Consideration of the following is included in the risk assessment:
  - The route and transportation for the outing
  - The destination and proposed duration
  - The type of activities that will be taking place on the outing
  - The weather forecast – will sunscreen and/or rain gear be required?
  - The number of adults and children involved in the outing
  - Additional needs of children

- Water hazards and water-based activities
  - Children's allergies
  - The number of adults and children involved in the outing
  - Insurance requirements
  - Potential of public accessibility on the outing
  - Hygiene consumables required such as hand sanitiser, disposable tissues etc
- Depending on the outcome of the Risk Assessment, it may be necessary to consider alternative locations for the outing.
  - All staff are made aware through this policy, that the Risk Assessment is available prior to the outing if requested. Parents/Guardians are advised that the risk assessment is available to them in Scamps & Scholars prior to the outing.

**Consent:**

- Parents/Guardians are advised of the outings policy when their child commences in Scamps & Scholars (Parental disc).
- Children can only attend an outing with parental/guardians' consent.
- Written consent from Parents/Guardians is sought for each outing for their child to attend in line with this outings policy. The consent forms must be returned to the Scamps & Scholars prior to the outing. Staff are aware of any children who do not have consent to attend an outing. The consent forms include:
  - The date of the proposed outing (or details if it will be a regular occurrence)
  - Information on the destination of the outing and transport to the location
  - The duration of the outing and how long the child will be away from the premises
  - The adult: child ratio for the outing
  - Detail of adults who are not staff of Scamps & Scholars attending the outing
  - Details of the drop off and pick up arrangements and times
  - Cost of the outing

**Prior to an outing:**

- Prior to each outing taking place a checklist is prepared. The checklist is in place to ensure that all procedures in relation to the conduct of outings is adhered to. Such a checklist will include hygiene practices required before leaving the service.
- All staff who work in Scamps & Scholars and all Parents/Guardians with children attending the service are informed that an outing is taking place.
- It is checked that adequate insurance is in place for the outing.
- A plan is put in place prior to any outing that outlines what staff will do if a child goes missing while on the outing. This plan outlines who will help to search for the child, how the search will be carried out and who will take charge of the rest of the group of children.
- A named member of staff is designated the person in charge for the outing

**Supervision:**

- All staff attending the outing are aware of the number of children they are supervising and also the specific children that they have responsibility for.
- There is a named person in charge on the outing
- A roll call is taken of all the children attending the outing, with a name to face check, before leaving the Scamps & Scholars on arrival at the outing location, at regular intervals while on the outing, leaving the destination and on return to Scamps &

Scholars. A group photograph may be taken before each outing so there is an up to date photograph of all children in the clothes they are wearing on the day.

- Children may be given a bright coloured vest or similar to wear so that they are easily identifiable as being with Scamps & Scholars.
- At all times when on an outing, children are appropriately supervised by a member of staff. Particular care is given to supervising children at pick up and drop off especially if this is taking place in a different location to normal.
- Scamps & Scholars ensures that adult: child ratios are adhered to in line with our insurance policy where stipulated, the needs of the group and the risk assessment we have conducted.
- If Parents/Guardians are attending the outing they are aware that they must only supervise their own child. Parents/Guardians attending the outing are provided with information about the outing and their role on the outing a set period of time before the outing takes place. Parents/Guardians are aware of who the person in charge is on the day of the outing.
- All adults are made aware of their responsibilities prior to the outing.

**Communication during an outing:**

- A fully charged mobile phone is taken on all outings by the person in charge. The mobile has emergency numbers saved on it. Parents/Guardians of the children attending have the contact number of this phone while the children are on the outing.
- Staff are aware if there is a landline available at the outing location in case of emergency.
- Parent and guardian contact details are brought on the outing for all children in attendance. One staff member has a responsibility for these contact details and all staff know where they can be accessed.

**Clothing requirements:**

- Parents/Guardians are informed prior to the outing the clothing that is required to be by children worn and if any additional clothing items are needed.
- For outings during the summer months, sun cream is required for outings and also protective clothing such as sun hats.
- For outings during the winter, children are advised to wear warm clothes such as coats, hats and gloves.

**Food and Drink:**

- Parents/Guardians are advised of food and drink requirements prior to the outing taking place.
  - If packed lunches are needed they are stored appropriately in accordance with food safety guidelines.
  - If food is to be provided on the outing this is communicated to Parents/Guardians beforehand.
- Children wash their hands prior to eating on an outing.
- Children have access to water and are kept well hydrated on an outing.
- Any child with an allergy attending an outing is known to staff and their emergency plan and medication is brought on the outing.

**Accidents and Incidents:**

- There is a fully stocked first aid kit and at least one qualified first aid officer on every outing who is always available to adults and children on the outing.
- Medications required by any children attending the outing are brought on the outing and stored in accordance with the guidelines for the medication.
- The individual care plans of any children attending the outing are brought on the outing.
- There is a clear plan in place in the event of an accident or incident. The following steps are followed:
  - First aid is administered by the trained first aider if required
  - Pre-assigned staff members take the other children back to the service
  - Communication is co-ordinated between the emergency services and the child's Parents/Guardians/guardians where necessary
  - The registered provider/service manager is contacted immediately
  - On return to the service the accident/incident is recorded in the accident/incident book

**Transport:**

- Scamps & Scholars ensures that all transport vehicles to and from the outing venue 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. All vehicles will have appropriate seat belts and child restraint systems correctly fitted where necessary.

**Management of a Critical Incident on an Outing:**

There is a procedure to follow if a child goes missing on an outing. This procedure outlines:

- The search methods that would be used
  - Who is contacted and when
  - Who stays at the outing venue
  - Who returns with the group to the pre-school
- This is detailed in the missing child policy.

Staff are prepared for all possible incidents that may occur while on the outing (e.g. choking, drowning etc.) and receive training as needed.

**Review and Evaluation - After each outing:**

The Management and staff of Scamps & Scholars 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/Guardians attending. Outcomes of these reviews will be recorded.

Outings may be cancelled or amended should any of the above areas be of concern to the manager

**APPROVAL DATE:** \_\_\_\_\_

**IMPLEMENTATION DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**(On behalf of the Board of Directors)**

- **Low Risk** - Injury or material loss is unlikely though conceivable. Slight injury may occur. Controls can be deferred until all serious hazards have been dealt with.
- **Medium Risk**- Possibility of serious injury which may be reversible. Controls may be achieved during normal working hours.
- **High Risk**- Possibility of fatality, serious injury or significant loss. It requires immediate attention and control implementation.

Probability X	Severity	= Risk Factor
Unlikely 1	Minor 1	Low Risk 1-3
Possible 2	Serious 2	Medium Risk 4
Probable 3	Critical 3	High risk 6 -9

Area of concern :	1	Section for consideration:
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Hazards	Is the hazard present y/n	What is the risk?	Controls (when all controls are in place risk will be reduced)	Is/are the control(s) in place?	Action/to do list/ outstanding controls	Person responsible	Signature & date completed
					*Risk rating applies to outstanding controls outlined in this column*		

INITIAL RISK RATING			RISK STATUS		
Probability	Impact	Initial risk rating	Open	Monitor	Closed