

26. OUTINGS

Document Title:	Outings
Unique Reference Number:	026
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Document Approved:	Paul McDonald
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Person responsible for approving Policy	Paul McDonald
Method of communication of policies to staff (email / hard copy / induction training)	Email & Hard Copy
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email & Hard Copy
Date the Document is Effective From:	October 2019
Scheduled Review Date:	Annually
Number of Pages:	5

This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.

Relevant staff have received training on this policy.

Statement of Intent: We are committed to planning and undertaking appropriate supervised outings.

Policy and Procedure:

- The location for the outing should be familiar to staff and a risk assessment should be carried out prior to the visit with the children. Risk assessment forms should be completed and kept for inspection. We go to the library or Stephens green
- A consent form must be completed and signed by a parent/guardian for trips or outings and retained in the child's file for inspection.

The consent form 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

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- 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 accompany and supervise the children on the outing
- Information about the risk assessment that has been carried out and is available at the service.
- Suitable insurance is in place to cover outings and trips.
- Ratio of children to adults will be in compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and the Insurance Policy.
- **First Aid:** A designated trained first aid person and first aid box will accompany the children on each outing.
- **Clothing** Children will wear clothing suitable for the outing and for the weather conditions. Parents will be advised, in advance, of what type of clothing children should wear
- Each child wears a High Vis jacket.
- **Food and drink:** we will ensure that children have access to suitable food and drink, depending on the length of the trip. Food hygiene and safety guidelines will be followed, and children will be supervised with hand washing
- A safety briefing will be given to all adults involved in the outing.
- Staff must be responsible for checking numbers of children, doing a head count and recording names of children (roll call), before leaving the premises, and several times while out on the outing, before returning and on return to the service.
- A charged mobile phone will be taken on all outings.
- Contact details for all parents will be taken on outings.
- Staff are familiar with the critical incident plan.
- A copy of the Critical Incident Plan and a record of the children attending the outing will be brought on the outing.
- Individual care plans will be brought on the outing if appropriate.

Please see Appendix N: Outings Check List

Transport on Outings:

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.

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- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover in accordance with data protection requirements.

Infection Control: Infection control procedures will be in place during outings, the same as when children are in the setting. Staff will carry tissues, gloves, aprons, hand gels and will ensure children adhere to good hand-washing and nose blowing etiquette. Perishable food will not be without refrigeration for more than two hours

Managing medicines on trips and outings: If children are going on outings, staff accompanying the children must include the key worker or another member of staff who is fully informed about a child's needs and/or medication for a child with a specific need/risk assessment:

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above together with the child's individual care plan.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

In the Event of a Child going missing on an outing (Critical Incident):

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person/parent and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity but does not search beyond that.
- The person in charge contacts the local Garda station and reports the child as missing. Then follow their instructions.
- The person in charge contacts the parent, who makes their way to the setting or outing venue as agreed if they are not already with the group.
- Staff take the remaining children back to the setting if applicable.
- In an indoor venue, the Staff contact the venue's security who will handle the search and contact the local Garda Station if the child is not found.
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate.
- An accident/incident form will be completed and appropriately signed.

Other critical incidents may include a child becoming ill. A parent or next of kin will be called immediately to collect the child or emergency services will be called.

With all critical incidents the 'person in charge' takes responsibility for making calls and dealing with the direct incident. Other staff will take care of other children and call the service or emergency contact to come to provide additional help.

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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.
- They take charge of all necessary communications with emergency services and with the parents/guardians of the child/children concerned.
- The registered provider or service manager is contacted immediately.
- On return the occurrence is recorded as an incident on the Incident Report Form.

Unwanted Attention on Outings: Should a member of the public show unwanted attention to the children and/or staff while the Service is on an outing the staff shall:

- a) Where the unwanted attention is being received from an employee(s) of a facility which the Service is visiting, immediately inform the Management of the facility with a request that the attention immediately desists.
- b) Where the unwanted attention is being received by a member(s) of the public, such person will be asked to immediately desist.

In the event that a person(s) does not immediately cease the unwanted attention staff will phone the Gardaí.

(Source: Health Protection Surveillance Centre, Preschool and Child Care Facility Subcommittee, Management of Infectious Disease in Child Care Facilities and Other Child Care Settings)

Signed: _____ **Date:** _____

Name:

Person responsible for approving the Policy

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**APPENDIX N: OUTINGS CHECKLIST****✓ Risk Assessment**

The location for the outing should be familiar to staff and a risk assessment should be carried out prior to the visit with the children. Risk assessment forms should be completed and kept for inspection.

✓ Consent form signed by parents/guardians

A consent form must be given to and signed by a parent/guardian for trips or outings and retained in the child's file for inspection.

✓ Contact numbers for each child — parents/guardians

All contact numbers should be stored in the phone.

✓ Mobile phone

Ensure it is charged properly and if credit is needed that there is plenty of credit in the phone. All contact numbers should be stored in the phone. The mobile phone is password protected.

✓ Food/snacks and plenty of fresh water

Especially if it is a hot day these should be chilled before leaving.

✓ Sun cream and sun hats or rainwear

Depending on the weather.

✓ Balls, rings, skipping ropes etc.

For the children to play games if appropriate.

✓ A watch with the correct time

Before leaving the staff should say what time they will be returning and if the time runs late they should ring the Manager to inform them of this.

✓ Always bring a good supply of tissues or baby wipes**✓ First Aid Kit and First Aider**

Always bring a small travel first aid kit. A qualified first aider should always accompany the children. Don't forget any medication for children with identified conditions.

✓ Buggies

Even if children are old enough to walk, it is important to have at least one buggy in case a child gets tired.

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