



LINKS CHILDCARE POLICIES & PROCEDURES

Outings Policy for After School Children

Last Review Date: May 2023

Policy No. 30

Issued: 2012

Policy Statement

Links Childcare is cognisant of the potential for added learning opportunities provided by an outing for children of school going age, while attending crèche. This policy's particular relevance relates to children who attend holiday 'camps' where added activities are a feature of the fun. Links Childcare, in this policy, outlines how it aims to protect the health and safety of each child in its care during such an outing. This policy is available to all on www.linkschildcare.ie (<https://linkschildcare.ie/about-us/our-policies/>) or contact us at info@linkschildcare.ie.

1. A risk assessment will be carried out to identify any potential hazards on the journey and at the location. Where appropriate, risks will be minimised or an alternative location will be found
2. In line with the Childcare (Pre-School Services) Regulations 2006, operational procedures for the safe conduct of outings and arrangements are in place to ensure that children are safely escorted on any outing. The staff members take responsibility for checking numbers of children. Regular and frequent counts will take place before leaving, while on the outing and before departing.
3. Insurance ratios are adhered to on all outings.
4. The specific supervision needs of children with additional needs will be taken into account.
5. Prior written information about proposed outings will be given to the parent/guardian.
6. The attendance register including contact telephone numbers for parents will be in the possession of the adult leader on the outing.
7. The adult leader will have a mobile phone on the outing which is capable of working at the outing location and which will have a fully charged battery.
8. A staff member trained in first aid will accompany the group on all outings.
9. A first aid kit is taken on all outings, included with the first aid kit is information on children's allergies and medical conditions. Any additional medication required for the children taking part on the trip will also be carried, as well as the medication administration forms.
10. Parents and staff will ensure that appropriate clothing is brought on the outing depending on the weather, e.g. sun hats, sun cream, raincoats etc.
11. Children will only be transported in insured vehicles by an insured staff member arranged by Links Childcare. Children will be placed in a booster car seat while traveling to and from the destination.

In the event of an Emergency the following steps will be taken: -

- a. Immediate contact will be made with the rest of the group and the outing's adult leader.
- b. The emergency will be assessed.
- c. The adult leader will take a professional decision/action role.
- d. Contact will be made with the Managing Director or Regional Manager



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- e. Where relevant, emergency services will be called.
- f. Parents/Guardians will be contacted.

In the event of a Child going missing during an outing, the following steps will be taken: -

- a. Immediate contact will be made with the rest of the group and the outing's adult leader.
- b. The children will be grouped together with staff members.
- c. The adult leader will take a professional decision/action role.
- d. The children will be counted and the register called.
- g. Contact will be made with the Managing Director or Regional Manager
- h. Two members of staff will search the surrounding area, leaving the children with the other staff members.
- i. After 10 minutes the emergency services will be called.
- j. Parents/Guardians will be called as soon as emergency services have been called.
- k. All other children will be returned to the crèche.
- l. Spare staff will continue searching the surrounding area.

Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

Review Dates:	2013	2014	2015	2016	2017	2018	2019	January 2020	October 2020	May 2023
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