

Guidelines for Developing an Outings Policy/Procedure

The Child Care Act 1991(Early Years Services) Regulations 2016, Regulation 10 requires that a registered provider shall ensure that a preschool service has written policies as set out in Schedule 5. These policies include an outings policy, where children attending the service are brought on such outings. and welfare of the participating children.

These guidelines are not an exhaustive list of all matters to be considered when undertaking outings.

Outings are an important part of a pre-school calendar. It is important for children to experience different environments and play experiences. Whether it's a walk in the local park, or a trip to an adventure centre, pre-school services must ensure that procedures are in place to protect the children in their care. Outings include any organized outing where the child leaves the premises/grounds of the service.

You may find the following information useful as a guide to assist you in the drawing up of operational procedures for the safe conduct of outings.

Planning an outing

- Risk Assessment.
- Has a risk assessment of the outing destination been carried out by the service provider/designated competent person before an outing takes place?
- Has the outcome of the risk assessment made it necessary to consider an alternative venue?
- Has a checklist been developed for the outing?
- Consent.
- Have Parents given written consent before every outing?
- Have the forms been signed and returned to the service before the outing date?
- Has each parent been informed of the destination, method of travel, times of departure and expected time of arrival back?
- Has consent been obtained for a group photo?
- Does the Consent form state the following:
 - The number of children going on the outing.
 - The number of staff, Parents and other adults going on the outing.

Responsibilities

- Is every adult including the extra adult aware of their responsibilities for e.g. roll call, head counts, dealing with accidents/incidents and co-coordinating responses to any critical incident that may arise on the outing e.g. search and stay on site in the event that a child goes missing?
- Is each adult clearly aware of their role/responsibilities during the outing?
- Has a check list been compiled for the outing?
- Are children prepared for the outing destination? E.g. have appropriate clothing, sunscreen, or provided with any other item deemed necessary.
- Is there a written policy/procedure available which is to be followed in the event of a child going missing? Does the policy include; search methods, who is to be contacted, who stays on site, who returns the rest of the group to the pre-school?
- Are staff familiar with procedures to deal with any critical incidents e.g. choking, drowning etc
- Insurance?
- Is there adequate insurance for each child going on the outing?
- If your Insurance states an adult/child ratio on outings are you adhering to the adult/child ratio as specified by your insurance company

Adult/Child ratio

- Does the adult/child ratio need to be increased following the risk assessment of the outing destination?
- Is an extra adult who is not part of the adult child ratio with a supervisory role attending each outing?

Management of outing

- Are the children appropriately supervised at all times?
- Has each adult responsibility for named child/children who are solely in their care?
- Are frequent head counts/roll calls at key stages (e.g. leaving the pre-school, leaving the venue) carried out during the course of the outing?
- Are children easily identified by use of, name tags, hats, armbands etc?
- Does the transport used comply with all relevant safety requirements and insurance cover?
- First Aid
- Is there a person certified in first aid and holding a current first aid certificate present on every outing?
- Is a fully stocked first aid box taken on each outing?
- Has the person in charge a charged mobile phone in case of emergency?
- Is necessary medication available for children who require it?
- Finalised: April 2013 Page 53 of 54 Finalised: April 2013 Page 54 of 54 Records
- Are the pre-school attendance register, including all emergency contact numbers and parents contact details taken on every outing?
- Are details of each child's medical history, including allergies available?

Other

- Are packed lunches, if provided stored in cool boxes?
- Have suitable clothing and footwear been provided?
- Do you need to take a group photograph as you embark on the outing? (ensures that a current up to date picture of each child and what they are wearing is available if required)
- For those children remaining at the pre-school is adult/child ratio and all other requirements of the pre-school Regulations met.