



Outings Policy and Procedure

Policy Statement:

Little Acorns Nursery, Pre-school and Acorns After School understands the value outings can bring to children's learning and development and how they can enrich our existing curriculum. We are committed to ensuring the safety and welfare of children attending our setting and giving children and parents the opportunity to share in active learning experiences in suitable and safe settings outside of our center.

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016. (SÍolta Standard 9: Health and Welfare, SÍolta Standard 16: Community Involvement) (National Standard 5: Organisation and Management, National Standard 8: Care, Play and Learning, National Standard 20: Safety, National Standard 12: Health Care

Rationale:

This policy can include the types of offsite learning opportunities provided, for example how you may use the local park and going further afield for specific outings. You may also want to refer to your charging policy and include details of ratios, first aid, transport, risk assessment and insurance as well as other details pertinent to your setting.

Measures to be taken to ensure the safety and welfare of children attending Little Acorns on outings:

- We have a checklist in place to ensure that all procedures in relation to the conduct of outings are adhered to.
- We carry-out a Risk Assessment on the proposed area/center for the outing, this is carried out prior to the outing itself.
- We provide parents with information in writing about each proposed new outing, including full details, venue, time, cost, and their role.



- We ensure that all required transport vehicles to the Little Acorns 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 and all buses will have appropriate child seat belt restraints.
- We take a roll call of all the children attending the outing before, during and after the visit.
- We take a group photograph before each outing, so we have an up to date picture of the children in their clothes in case they go missing.
- We ensure that adult child ratios are adhered to in line with our insurance policy and the needs of the group.
- At registration consent will be sought for regular outings to the Barrick Hill Park, Barrick Hill Play Park, Sli Na Slainte, Post Office, Shops in Carndonagh, The Diamond, James Connolly Memorial Park and the Carndonagh Library.
- If a new proposed outing does not include parents, we seek prior signed consent from parents prior to their child to attending our service.
- We bring contact details of all parents of the children attending, including emergency contact details.
- We ensure that we have a mobile phone with the lead adult, which is fully charged and ready for use when required.
- We provide the parents of the children attending with the contact number of this phone while we are on outings.
- We give details of any new venue, time of departure and return from venue.
- We provide parents with details of the right clothing for the day for their child.
- In line with our Sun Protection Policy, we will provide sunscreen for children during the outing and parents will supply sun hats prior to the outing.
- We will bring a range of spare clothing for children if changes are needed.
- We will bring a fully stocked first aid box and have a qualified first aid officer on every outing.



- We will bring any medication necessary for children who require it while on outings. Policy and procedure for administration will be followed and documented.

After each outing:

The Management and staff of the Little Acorns 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 attending. Outcomes of these reviews will be recorded.

This policy was reviewed by Little Acorns Nursery, Pre-school and Acorns After School on: 10th July 2023.

Manager Signature:

A handwritten signature in black ink, appearing to be 'E. Beer', written over a large, faint, stylized outline of a signature.