

## **Outings and Community Links Policy**

Crèche Cois Laoi is committed to planning and undertaking appropriate and well supervised outings. Outings provide an opportunity for children and adults to get to know their local environment and to share in active learning experiences which can enhance many areas of the curriculum of the crèche.

### **Aims**

- Ensure children regularly partake in walks and outings
- Ensure outings are planned appropriately and conducted in a safe supervised manner

For local outings (where children and staff walk to the destination) parents give consent on the annual enrolment form. There are three local walks that the children partake in, these are; walk to UCC grounds, walk to Fitzgerald's Park and walk around the Brookfield Sciences Complex. For all other walks and outings, written consent is sought. Where possible; staff will inform parents in advance that their child will be partaking in a local walk or trip. Parents are always welcome to accompany crèche staff on walks and outings.

A risk assessment will be carried out before each outing, and staff will follow the specific procedures:

1. Advise parents on clothing and equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
2. Operate a maximum staff/adult to children ratio of 1:3, and will be dependant on the specific outing.
3. Each adult will assume responsibility for the same children throughout the trip.
4. Designate one staff leader as Outing Leader. This will normally be a senior member of staff.
5. Designate a staff member with full First Aid qualification to accompany the group.

### **The Outing Leader will:**

1. Carry out a risk assessment of the destination in advance of the outing. Should this be a destination that is regularly visited (e.g. Fitzgerald Park); staff will complete a risk assessment once a year and will be mindful of any safety concerns on every visit. The risk assessment will be countersigned by the Crèche Manager before each outing commences.
2. Ensure all children hold hands with an adult whilst walking, and that the group stays together as one unit at all times
3. Plan a safe walking route to the destination using approved pedestrian crossings
4. Take a list of children (or register) with them to facilitate head counts
5. Ensure each staff adult maintains a constant vigil whilst at the destination, in particular keeping sight of the three children for whom they are responsible

**Staff members will:**

1. Ensure that the staff to children ratio 1:3 (or less dependant on the outing) is maintained at all times
2. Fill out a Walks and Outings form (**Appendix 5**) in the office before leaving on the walk, this form contains information on where the outing will be, what children and staff are present, how long the walk will last, the staff member's contact number and it must be signed before departure by the Crèche Manager or Assistant Manager.
3. Take a first aid kit for the group
4. Take a mobile phone and contact numbers for staff and children
5. Take anything else that is deemed necessary for the comfort of the walk or outing
6. Contact the nursery at least once whilst out
7. Take the register of children attending the trip before setting off, on arrival, once during the outing, before departure and again on arrival back at the nursery
8. Take as many head counts as deemed necessary throughout the walk or outing
9. Ensure any incident that occurs on the outing is recorded in writing on return

**Use of bus hire for outings**

When planning an outing using bus hire, Crèche Cois Laoi will ensure that all vehicles are properly licensed and insured

The Crèche manager will ensure the following procedures are followed:

1. Ensure that written consent has been obtained from all parents
2. Ensure the bus is fitted with sufficient numbers of safety restraints appropriate to the children carried
3. Ensure the maximum seating is not exceeded
4. Ensure all children will be accompanied by staff members
5. No child will be left in a bus unattended
6. A staff member will be in place at the back of the bus and in the front of the bus at all times.
7. Care will be taken when getting in or out of a bus. Where possible the bus will park away from busy roads and children will enter and exit on the pavement side.