

Outing policy

- At NO time will children be allowed on an outing with a single staff member. A minimum of 2 staff on each outing at all times, and at least one staff will hold a Diploma of teaching in Early Childhood.
- At NO time will a teacher be left alone in the centre while other teacher take children on an outing, and legal ratios for qualified staff and children will be maintained as per licence.
- When using vehicles (including taxis or private motor vehicles) there will be either 2 adults in each vehicle or vehicles will travel in convoy. Children will be restrained in appropriate safety restraints during all motor vehicle outings.
- 1:4 ratio for walking outings. Vehicle outings require 1:3 ratio. This can be achieved by 2:6 in the same car or 1:3 in separate cars with the cars travelling in convoy. Some outings will require different ratios depending on the nature of ;the outing, the perceived risks involved and the varied age of the children e.g., 1:2 ratio at the swimming pool and beach.

IF THERE ARE INSUFFICIENT STAFF TO MEET REQUIRED RATIOS EITHER ON THE OUTING OR TO REMAIN AT THE CENTRE THEN THE OUTING WILL BE CANCELLED.

Communication

If the whole centre is on an outing, a notice will be left on the main door to notify people of our whereabouts and approximate time of return.

Permission for Outing slips

Permission for Outing slips will be given to each parent upon enrolment. This permission slip uses a three tiered level of permission to enable parents to choose under what circumstances they will allow staff to take their child out of the centre.

Outing list will be consulted before allowing a child to go on an outing.

Outings

- Children will wear appropriate clothing eg sunhats and sun block in summer, jackets and woollen hats in winter. When necessary changes of clothes and nappies will be taken also.
- Staff will carry a basic first aid kit with them on all outings and at least one staff will have a current first aid certificate.
- Appropriate food and liquid will be taken or purchased on outings if necessary.
- Staff will be assigned a specific group of children before leaving the centre to ensure the ongoing monitoring of the children and ease of role call etc.

Teachers need to consider that the outings are to be for the benefit of the children when choosing destination, and duration of outing.

An outing slip will be filled in for all outings with:

- Child's name
- Details of outing
- Teacher's names
- Risk management plan
- A check to ensure parental permission for outings.