



*Cawley Childcare Ltd*  
(HOME FROM HOME CRECHE. & Kids Campus)

# **Policy & Procedures**

## **Outings & Outdoor Play**

# Outings and Outdoor Play Behaviour (Includes School Age Childcare)

<b>Document Title:</b>	<b>Outings and Outdoor Play</b>
<b>Document Author:</b>	<b>RC</b>
<b>Document Approved:</b>	<b>Rachel Cawley &amp; Danielle Cawley</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Rachel Cawley</b>
<b>Person responsible for approving Policy</b>	<b>Rachel &amp; Danielle Cawley</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Induction and hard copy</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Website, email &amp; hard copy available on premises</b>
<b>Date the Document is Effective From:</b>	<b>November 2022</b>
<b>Scheduled Review Date:</b>	<b>November 2023</b>

**This policy has been communicated to parents/guardians and staff.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**This policy is available in setting to school age children**

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 9:](#)

[Health and Welfare](#)) ([National Standard 12: Health Care](#), [National Standard 18:](#)

[Facilities](#))

In order to bring the children on an Outing you permission **MUST** be given in writing by the child's parents.

On each child's registration form there is a section regarding outings. This section must be signed in order to bring any child out of the crèche building.

- The ratio adult to child is 1 : 3
- All children must be dressed appropriately, i.e. coat, hat scarf, wellie boots, sun cream sun hat, cardigan etc.
- In the event of a child having an accident, staff must return to crèche immediately.
- If assistance is required, one member of staff will return to crèche to get assistance.
- When in the rear garden of crèche, staff are not allowed congregate together they must supervise and interact with children at all times. One member of staff must stay indoors, to assist children if they need to go to the toilet.
- Role book must be kept on your person at all times of any outing and the role must be called continuously.

## **School Tour / Outing**

At least once a year, the crèche will bring children on an outing / school tour i.e. pet farm, cinema, park, beach etc. This outing is for Montessori and After School Classes only.

- On organising this outing, a further letter will be sent out with the details. All parents must return the letter signed authorising their child to attend the outing by the date on the letter.
- A reputable bus company will be contacted to transport the children
- It must have full insurance
- Individual seat belts for all children
- Early Childhood Ireland will be contacted regarding the outing to ensure the crèche insurance covers staff and children for this event.
- A specific role will be drawn up with all the children attending the particular outing.

- Children and staff ratio's will be correct and additional staff/parents will be asked to volunteer their time.
- A listing will be compiled as to what the children need to bring on the day.
- As this is always a summer event, sun cream must be applied before leaving the crèche for the tour.
- Fully equipped First Aid Box will be brought.
- At least 2 Fully Qualified First Aiders must be on the staffing list for the outing.
- Children and staff/parents will be split as per adult/child ratio and will stay like this for the duration of the outing.
- On entering the bus, a role will be called.
- Staff will ensure all children's seat belts are correctly fastened before departure.
- All staff must travel on the bus with the children.
- On getting off the bus, role will be called again.
- Role will be called throughout the day.
- Children must be supervised at all times including toilet breaks.
- Staff will bring a packed lunch and eat with children in picnic area.
- Although individual adult/child ratio's in place, group will remain together throughout the day.
- Depending on weather, staff/parent will ensure children are wearing appropriate/additional clothing, i.e. coat, cardigan, sun hat, wellies etc.

## **Facilities for Play**

Relevant staff are aware of their roles and responsibilities in relation to the facilities required for play both indoors and out.

### **Indoor Play**

The indoor play area space is designed and arranged to:

- maintain a space that is clean, organised and free of clutter;
- accommodate children individually, in small groups and in large groups;
- divide the space into areas that are supplied with materials organised in a way to support children's play and learning;

- provide children with additional needs full access (making adaptations as necessary) to the programme in the indoor space;
- give children with additional needs access to the same facilities, activities and play opportunities as the other children to promote their welfare and development.

## **Outdoor Play**

Relevant staff are aware of their roles and responsibilities in implementing the Service's policy on outdoor play if such play is provided to children attending the Service.

## **Access to Outdoor Play**

- Children access the outdoor space on a daily basis, unless otherwise advised following risk assessment by the Service.
- The Service balances the need for safety with the need to provide physical, challenging experiences.
- The equipment and materials available in the outdoor play area reflect the high quality of the Service and provide children with play, movement and exploration opportunities that are exclusive to the outdoors.
- Children with additional needs have full access (making adaptations as necessary) to the programme in the outdoor space. Safety Requirements

Where the Outdoor Play Area Is On The Premises:

- The outdoor play area is reached by a route that is always free of hazards.
- The outdoor play area is enclosed with a fence or natural barriers.
- The outdoor play area is adequate in size for the number of children using it and it is suitable for their age groups.
- Time slots are scheduled if space is limited.
- Fences and barriers prevent access to streets and other dangers such as pits, water hazards or wells. The barriers do not prevent the children being in sight of relevant staff.

The outdoor play area protects children from:

- catch points, sharp points and protruding hardware;
- getting trapped
- tripping hazards.

Play equipment in the outdoor area that requires a shock-absorbing surface is safety-rated and installed according to the manufacturer's requirements.

Staff supervise the children in both sight and sound in all areas.

The Service boiler, refuse bins, oil tank or gas supply are inaccessible to children in the outdoor play areas.

Outdoor Play Where, The Outdoor Play Area Is Off The Premises:

- The Outings Policy is implemented where required. A risk assessment is carried out before every visit.
- The risk assessment identifies any hazards and how any potential risk of injury or incident from these hazards can be eliminated or safely managed.

Children are not at risk from members of the public and are protected from unwanted attention while in an outdoor play area not located on the premises.

### **Policy on Outdoor Play**

(If such play is provided to children attending the Service)

- There is evidence of the Policy on Outdoor Play being implemented.
- Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to the policy on outdoor play.
- Relevant staff have received training on the Policy for Outdoor Play.

*(Please also refer to our Policy on Child and Adult Protection with Safeguarding Statement )*

Policy drawn up by: \_\_\_\_\_ Date:  
Rachel Cawley