

# Polasaithe Naíonra Céimeanna Beaga

## Polasaí 13: Polasaí ar Thurasanna Naíonra / Outings



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Version	1.0
Date	Nov 2018
Policy Number	Policy Number 13
Owner	Naíonra Céimeanna Beaga
Validity and document management	<p>This document is valid from Nov 1 2018.</p> <p>The owner of this document is the Owner / Manager, who must check and, if necessary, update the document at least once a year.</p> <p>This policy was adopted by Naíonra Céimeanna Beaga on 1 Nov 2018.</p> <p>Signed by: <i>Katie Uí Chaoimh;</i> Príomh Stiúthóir on behalf of Naíonra Céimeanna Beaga</p>

### Polasaí ar Thurasanna Naíonra:

Creideann an Naíonra gur cheart tacaíocht agus spreagadh a thabhairt do pháistí suim a chuir sa nádúr agus taithí a chur ar an dtimpeallacht. Nuair atá an aimsir oiriúnach baintear úsáid as gáirdín an Naíonra le áilleacht na timpeallachta a chur na luí orthu. Chomh maith le sin, eagraíonn an Naíonra turas do pháistí ó am go ham i rith na bliana.

- Cuirtear in iúl do tuismitheoirí roimhré faoi aon turas atá pleanáilte le haghaidh na bpáistí.
- Beidh an Naíonra ag lorg cead scríofa ó tuismitheoirí sula nglacfar le haon pháiste ar an turas.
- ‘Sé an coibhneas daoine fásta fo pháistí ar turas den sórt seo ná 1:3, ach caithfidh beirt daoine fásta a bheith leis na páistí i gcónaí.
- Cuirfear fáilte roimh chúnamh na dtuismitheoirí ar ócáid mar seo, go deimhin is minic a bhraitheann turas na bpáistí ón Naíonra ar chúnamh ó tuismitheoirí.

### Outings

It is part of the child’s development to experience fresh air and access to a variety of outdoor experiences. We are committed to planning and undertaking appropriate supervised outings. The location for the outing should be familiar to staff and a risk assessment should be carried out prior to the visit with the children. Risk assessment forms should be completed and kept for inspection.

- A consent form must be given to, and signed by a Parent/Guardian, for trips or outings and retained in the child’s file for inspection.
- Suitable insurance is in place to cover outings and trips.

- Ratio of children to adults will comply with the Child Care Act 1991(Early Years services) Regulations 2016 and the Insurance Policy.
- A designated qualified first aid person and first aid box will accompany the children on each outing.
- The person in charge must be responsible for listing each child present and assigning them to a specific staff member. This member of staff must be solely responsible for the child/children in their care.
- A safety briefing will be given to all adults involved in the outing.
- Staff must be responsible for checking numbers of children, doing a head count and recording names of children, before leaving the premises, and several times while out on the outing, before returning and on return to the service.

**Typically, we go to the following:**

- Naíonra school tour at the end of year, usually visit a local farm.

**Transport on Outings:**

In the event that transport is required for outings, the following must apply:

- The private transport must be properly insured. A copy of the insurance policy should be requested and held on file.
- They must provide seat belts and if required booster seats for children.
- Information can be sought from the Road Safety Authority.

**Managing medicines on trips and outings:**

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting, the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

**In the Event of a Child going missing on an outing:**

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person/parent and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity but does not search beyond that.
- The person in charge contacts the local Garda station and reports the child as missing. Then follow their instructions.
- The person in charge contacts the parent, who makes their way to the setting or outing venue as agreed if they are not already with the group.
- Staff take the remaining children back to the setting if applicable.
- In an indoor venue, the Staff contact the venue's security who will handle the search and contact the local Garda Station if the child is not found.
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate.
- An accident/incident form will be completed and appropriately signed.