**Outings Policy**

After School Club understands the importance of outings. We will give the children and families opportunities to take part in outings throughout the year, especially during camps.

This policy is underpinned by the Preschool Regulations 2011.

* A Risk/Benefit assessment will be carried out before an outing takes place.
* Arrangements will be in place to ensure that children are safely escorted on any outing.
* Ratios will be adhered to on all outings.
* Information about proposed outings will be given to parent/guardian/carers of the child subject to weather conditions via email or/and notes send home with children or verbal information on the day before trip
* If After School Club goes on local trips –such as to the park / walk in the local community, cinema, museum, farm, zoo etc. permission will not be sought in advance and all children will wear safety vests with Belmayne After School name and telephone number on their back.
* During summer care, camps, midterm breaks care After School will be using public transport such as Bus, Dart and Luas.
* Garda vetting is not required for parents who take part in outings- parents on outings working in a supportive role to staff do not require vetting on the condition that they do not have unsupervised access to other people’s children. However the minimum ratios as outlined in the regulations must be maintained by paid staff.
* The child protection policy will be made available, if personnel other than service staff are part of the ratio on outings.
* At least one member of staff with current First Aid training (relevant to children) will be included on the outing.
* A first Aid box will be taken on every outing.
* Contact numbers and details for all children on the outings will be taken on the outing and at least one mobile phone will be available in case of emergency.
* By signing your child to After School Club/Camp you are giving automatic permission for your child/children to go on outings or trips.
* If there is continued breaking of the rules as set out in our behaviour policy, a child under the discretion of the manager will not be able to attend after school outings.

This policy was adopted by: After School Club

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of Management

This policy will be reviewed on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in collaboration with staff and parents