



Outings Policy

It is the policy of CCRC Ltd., to ensure the safety and well-being of the children and adults involved in our service when planning and undertaking outings.

Procedures:

- ❖ The Playgroup should be committed to undertaking appropriate and well organised outings at least once a year. Parents are encouraged to take an active part in the planning, preparation and undertaking of outings.
- ❖ Outings should be planned with the children's interests in mind.
- ❖ Prior written information regarding outings must be given to the parents.
- ❖ Signed permission forms must be obtained from parents for each outing and under no circumstances should a child be taken on an outing without this permission.
- ❖ There must be at least one adult to every two children. The Playgroup Manager is not part of this adult/child ratio. Parents must be willing to help out on these occasions.
- ❖ Children with special needs must have one to one supervision for outings.
- ❖ The insurance company is contacted prior to the outing to confirm that the event is covered by the service's insurance policy.

Adopted at a meeting of Corrandulla Community Resource Centre Ltd. / Board of Directors

Date _____

Date _____

By _____
Manager

By _____
Chairperson