



## **Holiday HQ Special Events (Incursions, Workshops and Excursions) Policy**

### **Purpose**

This policy will outline the approach that Sherpa Kids will adopt for Outings and Special events in services over the Holiday Programmes period. Outings and Special Events are planned to provide new, varied, exciting and interesting learning and development experiences for the children during our Holiday HQ programme. Outings and Special

Events are not a standard part of the Holiday HQ experience. They only occur in specific locations and are optional for all children and families.

Thorough risk assessments are carried out prior to all outings/excursions and special events/incursions. Adequate insurance cover for the excursion and incursion, including transportation, is provided for. Adequate and appropriate precautions are taken to prevent accidents, incidents, or infection.

Part of our planning process involves ensuring that outings and special events are appropriate for the age and level of development of participating children.

Parents/guardians will be provided with advance notice of each outing and special event onsite, with details of the date, destination, leaving and return times, staffing and group size, cost and transport arrangements.

### **Scope**

All parents, children and staff attending or providing Holiday Programme services in Sherpa Kids.

### **Policy**

#### **Excursions/Off-Site Supervision**

We believe excursions offer variety and are an important part of a child's learning experiences. Children may only be taken on an excursion with parental permission.

There is an additional charge to parents for children to attend the excursion, although these charges are subsidized by Sherpa Kids. If a child is not going on an excursion on any given day, they may attend our Holiday HQ Programme onsite as normal.

Parents must sign an Excursion permission form (Appendix 1) in order for their children to be allowed to attend any outings. If a child arrives at the Programme and an Excursion permission form (Appendix 1) has not been received by staff. The children's parent(s) will be telephoned and reminded of the trip and asked for verbal permission and asked to sign the Excursion permission form (Appendix 1) at the end of the day.

An Excursion Permission form (Appendix 1) and a Risk Assessment and Management Form (Appendix 2) will be compiled for each excursion and the ratio of staff to children will be a minimum of 1:8. However, this may be reassessed, in line with state and national regulations. Children will be identified with name tags which will include the service mobile number and regular head counts will take place.

A trip kit will include but not be limited to the following items.

- Service phone or Roll Sheet with emergency contact details for all children.
- First aid kit
- Mobile phone

- Spare water
- Medications required
- Spare hat/clothes

The Programme Co-ordinator or nominated person will be in charge of the children and the excursion. This person is in charge of communication, first aid supplies and sun protection, and other items if required. Relevant medical information and emergency contact details of children attending the excursion must also be taken by the responsible person.

### **Transporting Children**

Staff and children at Sherpa Kids have the right to be safe when travelling from the service site. At all times the level of supervision required, and the mode of transport will be determined by the developmental needs of the children and assessing the risks involved

Modes of transport used by our service may include (and always with parent/guardian permission granted):

- Staff walking children within the local community
- Hiring of buses and taxis
- Public transport including buses, trains and trams
- Staff private vehicles (only if suitably insured to do so and correct child car seats are available)

### **Water Safety**

Our service recognises the risks and benefits associated with activities and excursions involving water. For every activity and excursion involving water we will ensure there is a high level of vigilance and a Risk Assessment and Management Form (Appendix 2) is completed so that all risks are monitor and precautions are taken so that staff and children appreciate and participate in a safe manner.

Bodies of water include and are not limited to:

- Indoor and outdoor swimming, spas and wading pools
- Lakes and ponds
- Rivers.
- The sea
- Dams
- Any equipment that could contain 5cm or more of water and a child can submerge their nose and mouth at the same time

Activities which can include water includes but is not limited to:

- Swimming and play at indoor/outdoor pools and waterslides
- Aquatic or sport activities such as sailing, boating, kayaking, surfing, snorkeling, and fishing

Staff ratios for water activities must be 1:4 but the risk assessment for the activity may determine a lower ratio. Staff will be briefed about the risk assessment and any preventative strategies that may need to be implemented.

### **Incursions (Workshops) and Special Events**



Incursions (Workshops) or Special Events will be organised with external activity providers who specialise in areas of STEAM, sporting activities, soft play and bouncy castles, cooking, arts and crafts, construction, role-play and outdoor exploration/survival skills. We welcome the expertise of our partner organisations. Sherpa Kids staff will remain with the children for the duration of the special event. No partner organisation will be given unsupervised access to children at any time.

All special events will be risk assessed in advance of commencement.

Special Events are optional and while they may be subsidised by Sherpa Kids, there may be an additional charge to parents if they wish their child to participate. Regular HHQ activities will continue to take place for the duration of the special event for any child/ren who does not wish to take part.

Participation is not mandatory and children will not be forced to engage in activity, even if a pre-payment has already been made in respect of the event.

### **Booking and Payment for Excursions/Outings and Special Events**

If there will be an additional charge for an excursion or special event, the event or excursion will appear on Enrolmy. To make a booking for a Special Event you will need to have a **full day booking** on the day in question. When you select a Special Event an automatic full day booking will be made for you on the day in question.

Parents must book the excursion/ special event for their child(ren) if they wish them to participate. Places may be limited on certain excursions or at specific events. Places on the excursion or special event will be assigned on a first come first serve basis.

Parents will be invoiced at the end of the excursion/special event week for the charge of the excursion as part of their regular invoice. Payment must be made in line with regular Sherpa Kids HHQ payment terms and conditions.

### **Cancellation Policy**

Cancellation of participation in excursions or Special Events requires 4 weeks' notice. If your child is absent on the day of the excursion or special event and they were scheduled to attend, the charge is still applicable.

View all Special Events & Locations:

<https://www.sherpakids.ie/school-holidays/holiday-hq-special-event>