

Polinsky Children’s Center - Approved Outings, Appointments, and Passes

(Created 07/25/25)

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Related Policies

Additional information can be found in the following policies:

- Critical Incident Report
- Normalcy Protocol
- Polinsky Children’s Center - Donations
- Polinsky Children’s Center – Absent Without Leave (AWOL)
- Special Incident Reports (SIR)

Forms

The following forms are referenced in this policy:

- 06-26 A.B. and Jessie Polinsky Children’s Center -Special Incident Report Packet
- 04-51A CFWB Notification of Critical Incident – Juvenile Justice Commission
- 10-5 The Foster Youth Bill of Rights (FYBOR)
- 10-5sp The Foster Youth Bill of Rights – Spanish

Policy

Children/youth at A.B. and Jessie Polinsky Children’s Center (PCC) will leave campus for various reasons such as attending school, medical and dental appointments, passes, going on outings with PCC staff and participating in other activities.

PCC staff must adhere to the procedures outlined in this policy to ensure the safety and wellbeing of children/youth at PCC when they go on approved outings, appointments, passes, etc.

It is crucial that PCC’s clerical staff is immediately informed when a child/youth has left PCC so they can update the child/youth’s destination in the Kids Information Database System (KIDS) (database used at PCC to store children/youth’s pertinent information); therefore, ensuring that the child/youth’s whereabouts are known, and PCC’s census is always current.

Policy (cont.)

Additionally, Nursing staff onsite at PCC must also be immediately informed (as soon as it is known) when a child/youth is/may be leaving campus to ensure the Nursing staff has time to prepare the child/youth's medication, as needed.

For children/youth who leave PCC without approval, refer to the [Polinsky Children's Center - Absent Without Leave \(AWOL\)](#) policy.

Medical Needs Plan

Nursing staff will provide a daily list of all children/youth who have medical needs, including those on scheduled medication and those with orders for "as needed" medications such as inhalers, Epi pens, etc., to PCC Clerical Staff and to the Duty Officer (DO) each morning.

PCC Campus Staff must ensure that the medical needs of children/youth are planned for and taken care of whenever the child/youth is scheduled to leave PCC whether to go on a pass, outing, attend school, and any off-campus appointment and/or activity.

As soon as PCC Campus Staff (clerical/ supervisors) become aware of a child/youth scheduled to leave campus, they must immediately notify Nursing staff of the leave to ensure that medications/precautions are prepared/taken.

Nursing staff will meet with the assigned County/PCC Staff or other caretaker who is assuming responsibility of the child/youth to review the needs, medications, and action steps should something occur while the child/youth is away from PCC. Assigned County/PCC Staff or other caretaker who is assuming responsibility of the child/youth will be provided with instructions and is required to sign nursing forms provided to them that are specific to each situation/child/youth's medication needs.

PCC Staff or PCC Clerical Staff will immediately call Nursing staff should any passes/outings timeframes change so arrangements for medical needs can be discussed with the assigned County/PCC Staff or other caretaker who is assuming responsibility of child/youth. PCC Staff and PCC Clerical staff will work collaboratively to ensure that Nursing Staff is informed.

Any medically necessary item(s) (inhaler, Epi pen, insulin, glucose tablets, etc.) that need to be taken with the child/youth is/are provided by Nursing staff. The assigned PCC/County Staff or other caretaker who is assuming responsibility of the child/youth and the Registered Nurse sign the Nursing Medical Form with the written instructions on it. One copy is sent with the staff/caretaker, and one copy is filed with Nursing. This is also the check in/checking out procedures for medication. Forms will be signed upon the child/youth's return and return of medications. PCC staff should return the child/youth's medication to Nursing Staff immediately upon return for proper storage.

Although a daily medical needs list is provided, PCC Staff must confirm the child's/youth's medications with Nursing staff prior to taking any child/youth off grounds or signing them out to leave campus, as an additional safety measure.

**Medical Needs
Plan (cont.)**

PCC Staff must be aware of any medical condition of child/youth and follow the instructions provided by Nursing Staff. There will be no changes to medication or medical treatment without prior approval by Nursing Staff.

**Outing Staff
Ratios**

Staff ratios must meet Community Care Licensing (CCL) standards for children/youth on campus and on an outing with PCC staff; therefore, staff must always ensure that they get prior approval from the DO prior to an outing. DOs are expected to know operational needs surrounding staffing and be informed of all children/youth's whereabouts. Operational needs will supersede outings; if there is insufficient staff to meet the needs of PCC and an outing, an outing cannot occur.

DOs must ensure that staff to child/youth ratios are met and that there are an appropriate number of staff to meet the needs of the children/youth on the outing (i.e. if additional staff may be needed due to activities, gender of children/youth, high needs youth/children etc.).

NOTE: The staff ratios do not include PCC staff assigned to a child/youth who is a 1:1 or has other staff requirements.

The **minimum** staff ratio for an outing:

Staff ratios for children **under six (6)**

- 1 staff for every 1-3 children/youth
- 2 staff for every 4-6 children/youth
- 3 staff for every 7-9 children/youth, etc.

Staff ratios for children/youth **over six (6)**

- 1 staff for every 1-4 children/youth
 - 2 staff for every 5-8 children/youth
 - 3 staff for every 8-12 children/youth, etc.
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**Staff
Responsibilities
for Outings**

There should be no deviation from the details outlined in the "Outing Report" request form without prior approval by the DO. During the planning of the outing, staff will avoid congregating together, other than for brief verbal exchanges regarding the details of the outing, to be mindful of the children/youth who may not be able to attend.

When determining if the child/youth is appropriate for an outing, PCC Staff should consider:

- child/youth would put themselves or others at risk during the outing
 - behaviors or mental health concerns which may present an imminent risk to the child/youth or others while on the outing
 - review the [Normalcy Protocol](#) and the Foster Youth Bill of Rights (FYOB) (10-5) form to ensure that all eligible children/youth are considered to participate.
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**Staff
Responsibilities
for Outings
(cont.)**

NOTE: To determine if it is appropriate for a child/youth to attend an outing, RCW should consult with a Residential Care Worker Supervisor (RCWS), PSS/DO etc. and consider circumstances such as: time passed and severity of any previous incident(s), type of outing etc.

While on outings, PCC Staff must be aware of the children/youth's whereabouts and are responsible for the care and custody of the children/youth in their care. Staff will coordinate with each other to always maintain full supervision of children/youth.

The table below outlines staff responsibilities for an outing request approval and procedures:

Step	Who	Action
1	Residential Care Worker (RCW)	<ul style="list-style-type: none">• Ensure that it is appropriate to take the specific children/youth on the outing.• Complete and sign the Outing Report request in its entirety and include who will be transporting the children/youth (REMINDER: Temporary/ Contracted staff cannot transport children/youth).• Provide the Outing Report request to the RCWS.• Prepare children/youth for outing (i.e. appropriate shoes and/or clothes for the outing).• Exchange work cell phone numbers with staff going on outing and obtain all needed supervisor's contact information.• Update cottage board.
2	Residential Care Worker Supervisor (RCWS)	<ul style="list-style-type: none">• Review the Outing Report request.• Approve and sign the Outing Report request, if appropriate.• Provide signed Outing Report request to the DO.
3	Duty Officer (DO)	<ul style="list-style-type: none">• Review the Outing Report request.• Ensure that children/youth do not have pending appointments that take priority by contacting:<ul style="list-style-type: none">○ Nursing staff○ Visitation○ Clerical• Obtain a signature from Nursing staff on the Outing Report request (REMINDER: Inform Nursing staff as soon as it is known that the child/youth is leaving campus so they can prepare medications, if needed. Children/youth cannot leave campus until Nursing staff has confirmed).• Confirm that operational and outing staffing ratios can both be met (operational needs will take precedence).

Staff Responsibilities for Outings (cont.)

Step	Who	Action
3 (cont.)	Duty Officer (DO)	<ul style="list-style-type: none">• Approve and sign the Outing Report request, if appropriate.• Provide a completed copy of the Outing Report request to the Nursing staff, Control Center, and the cottage.• Provide the original Outing Report request to PCC Clerical.
4	PCC Clerical	<ul style="list-style-type: none">• File the Outing Report request in the outing binder located at clerical.• Update census and enter each child/youth that is not on campus in KIDS.

Other Approved Appointments and Passes

For all other approved off campus appointments and passes such as medical and dental appointments, school attendance, passes with service providers or assigned social workers etc., PCC staff must do the following:

- Once Clerical staff is informed of an appointment/pass, they will inform Cottage staff of the appointment/pass.
 - PCC cottage staff will inform Clerical staff when child/youth is leaving campus.
 - Inform Nursing staff immediately/upon learning about appointment/pass, complete the steps in the [Medical Needs Plan](#) section and provide the information to the individual taking responsibility of child/youth.
 - Clerical must update child/youth's information in KIDS and input child/youth's whereabouts.
 - Clerical staff will input child/youth's return in KIDS when a child/youth returns.
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Incidents and Concerns During Outings

Staff will promptly contact the DO or supervisor if they have any questions, concerns, or if an incident occurs during an outing. Staff must carry their fully charged county issued cellular phones. If they are unable to reach the DO or supervisor, staff will contact the PCC Intake and/or clerical line at (858) 874-1073 (858) 514-4600, respectively, until a DO or supervisor is reached.

In the event of an emergency, staff will first contact Law Enforcement (LE) and then immediately contact the DO or supervisor at PCC and inform them of the situation. **NOTE:** If LE is contacted, collect all necessary information to include incident number, LE name and badge number.

Should an A.B. and Jessie Polinsky Children's Center -Special Incident Report Packet (06-26) Form and/or a Child Welfare Services Critical Incident Report (04-51A) be necessary, refer to the [Special Incident Reports \(SIR\)](#) policy and [Critical Incident Protocol](#) upon return to PCC.

Gift Card Request

The DOs are charged with maintaining and tracking gift cards in their assigned safe. DOs will provide gift card(s) to the RCWS for both planned and unplanned outings, activities including restaurant meals, snacks, and other entertainment.

PCC Staff who are given the gift card(s) for the outing/snack are responsible for providing the receipts to the RCWS upon their return. RCWS must provide receipts to the DO.

If the DO does not have the available gift card(s) needed during business hours, refer to the [Donations](#) policy in disbursement and tracking of monetary donations section for instructions to request gift cards. Gift card requests cannot be processed during non-business hours; therefore, it is the DO's responsibility to reconcile and obtain gift cards during business hours to ensure that they have the funds needed during non-business hours.

Residential Care Staff Meals During Outings/Appointments

Residential Care Staff are designated as "non-lunch period" personnel who remain on-site during mealtimes and dine with the children/youth under their supervision. These staff members are entitled to a complementary meal during mealtimes (breakfast/lunch/dinner).

Children/youth participate in various outings, thus meals for PCC Staff will only be provided during outings listed as PCC's Special Outings and outings that occur during a PCC staff member's mealtime. PCC Staff will be included in the allotted budget for the outing to purchase a meal of equal value to what is provided to the child/youth. In situations where the outing involves only a snack, staff will not be allotted in the budget for a snack.

Outings classified as a "Special Outing" include:

- Outings listed in the PCC Special Outing Calendar
- Outings requiring an admission ticket (Bellmont Park, Zoo, Movies etc.)
- Approved special events (street fairs)

Appointments

For planned appointments for children/youth during mealtimes, PCC staff must coordinate to have a "to go" meal from the cafeteria for the PCC staff and child/youth.

For emergencies or situations in which the appointments are/become longer than anticipated, PCC Staff will be reimbursed if they purchase a meal, which must not exceed 15 dollars per person/child/youth. To receive reimbursement, PCC staff must immediately submit the receipt(s) to the PCC Account Clerk.

Alignment with SET

This policy supports SET [Value 3](#), Helping Children And Youth Achieve Their Full Potential And Develop Lifelong Relationships by providing support in maintaining connections to important people, activities, via passes and outings. PCC is guided by the principle to maintain a holistic view of the child/youth and ensure that children/youth are provided with a myriad of activities in the community.
