

# St Marychurch Pre-school

## Outings and Educational Visits Policy

### Statement of intent

This setting believes that children benefit from the multi learning experiences gained from them being taken out of the setting to go on a wide range of visits or trips.

### Aim

We aim to ensure all practitioners follow procedures for keeping children safe on outings. We aim to make children, parents, volunteers and practitioners aware of the agreed procedures detailed below for the safe conduct on outings, in order to minimise the hazards and risks to everyone on the trip.

### Methods

#### Planning and preparation

- Outings have a purpose with specific learning and development outcomes.
- If staff are 'borrowed' from another area to maintain ratios on an outing, they are fully briefed about the children they are accompanying.
- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- The parents always sign consent forms before major outings.
- Parents/carers are informed of an outing and staff check that consent forms for major outings are signed and kept in child's personal files.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children, depending upon their age, sensibility and type of venue, as well as how accessible the venue is.
- Named children are assigned to individual practitioners to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents/carers on outings are responsible for their own children only.
- Parents/carers who have undergone vetting as volunteers may be included in the ratio.
- Outings are recorded on an outings risk assessment form stating:
  - The date and time of outing
  - The venue and mode of transport
  - Names of practitioners assigned to named children
  - Time of return.
- Practitioners take a mobile phone belonging to the setting on outings with a list of emergency contact numbers of parents/carers, medication, small first aid bag and equipment needed for children. Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.

A minimum of two practitioners should accompany children on outings and a minimum of two practitioners should remain behind at the setting with the remainder of the children. There is an outings ratio of 1:2 for some disabled children, and children up to 3 years. Older children have a ratio of 1:3, depending on the risk assessment.

Parents/carers are not permitted to smoke/vape around the children on any outings.

### **Risk assessment**

- Risk assessment if required, is completed prior to the outing and signed off by the setting manager. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

### **Transport**

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. If coach hire is required for an outing, only reputable companies are used.

The setting manager ensures that seat belts are provided on the coach, and that booster seats and child safety seats are used as appropriate to the age of the children.

The maximum seating capacity of the coach or minibus is not exceeded.

Contracted drivers are not counted in ratios.

Public transport should always be within a ratio of 1-2 (unless agreed with the setting manager).

### **Where transport is provided by the setting**

- Records are kept including insurance details and a list of named drivers.
- Drivers using their own transport should have adequate insurance cover.

### **Forest School and Beach School sessions (not on site)**

- A separate risk assessment is conducted, and Forest/Beach School standard procedures are followed.
- The sessions will always have a level 3 or above trained Practitioner or a professional trained in that area provided by the place we are visiting e.g. a forest school teacher.

## **Farm and zoo visits**

Staff are aware of the risks posed by infections such as E. coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted before the visit to ensure no recent E. coli outbreaks or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.

Shoes are cleaned immediately if available on site and hands washed thoroughly as soon as possible on departure.

- Staff or volunteers who are or may be pregnant should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

## **Larger outings checklist**

There is an identified lead person for the outing.

The outing has an educational purpose and has been agreed with the setting manager.

Risk assessments if required, are completed/updated and shared with every staff, student/volunteer accompanying the children.

Staff understand the potential risks when they are out with children and takes all reasonable measures to remove/minimise risks.

Bouncy castles and similar attractions are not accessed by children on an excursion.

The designated lead is the last to leave the venue, or transport being used.

The designated lead conducts a 'safety sweep' before during and after the outing.

## **Further guidance**

[Preventing Accidents to Children on Farms](#) (Health and Safety Executive 2013)

Signed: \_\_\_\_\_

Position: Chairperson

Dated: \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.