

St Marychurch Pre-school

Outings 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

- 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.
- 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.
- 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 on outings and supplies of tissues, wipes, pants, as well as, mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- 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.
- A list of contact numbers of parents/carers are taken by the practitioners.
- Parents/carers are not permitted to smoke/vape around the children on any outings.

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.