



## OUTINGS POLICY

### **Aim**

Children benefit from being taken outside of the premises on visits or trips within the local community, for activities which enhance their learning experiences. The setting ensures that there are procedures to keep children safe on outings and all staff are aware of and follow the procedures as laid out below.

### **Procedures**

- There is a designated leader for each outing, who is clear about their responsibility. It is the responsibility of the manager/deputy manager to allocate staff members attending trips and to appoint a designated person in charge of the trip. This will be a minimum level 3 practitioner.
- Outings only take place in the local community, within walking distance from the Pre-School. Children are never transported in cars to/from an outing.
- Parents/carers are asked to give general consent on their child's registration form for their child to be taken out on short local outings as a part of the planned activities of the setting.
- A risk assessment is carried out by a member of staff prior to the outing. This risk assessment considers potential risks at the venue and on the way to/from the venue, ensuring that the safest route is taken. Outing risk assessments are made available for parents to see upon request.
- Children with allergies or other specific needs will be taken into account and where needed, will have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- The Pre-School Manager will ensure that there are appropriate ratios for each outing. This will depend upon the age of the children going on the trip and the destination. At least two practitioners will take part in an outing and at least one will be first aid trained.
- The group must remain together at all times.
- The outing leader will frequently count the children. Should any child not be present the leader would execute our lost child policy.
  - We take the following items on outings:
    - a mobile phone (without camera)
    - supplies of tissues, wipes,
    - spare clothing
    - medicines required for individual children
    - a first aid kit
    - a list of the children on the outing (and contact numbers for parents/carers)
    - a copy of our missing child policy
- 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Just before the outing, the children will be reminded about the rules of road safety and will be encouraged to use the toilet.
- Members of staff taking part in the outing will familiarise themselves with the risk assessment for the destination prior to the outing.
- For children over the age of 3 a Walkodile may be used with a member of staff holding the front, walking with 6 children. If children are not on a Walkodile children will be allocated to a member of staff who will hold their hands to and from the destination.
- Children and adults will all wear hi visibility jackets at all times.
- Any accidents that occur on the outing will be written up upon return to the Pre-School.
- Where restrictions are in place due to COVID-19 we will have regard for all social distancing regulations as appropriate.

**Policy written August 2021**

