



OUTINGS POLICY

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. To keep children safe on outings we ensure all staff and volunteers are aware of and follow the procedures as laid out below.

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- We ask for parents' consent for short local trips, such as the shops, post box, recreation field and Cooling's Nature Trail as part of the enrolment process, in which parents give signed consent on the Registration form. For outings to other venues not mentioned above parents' signed consent will be requested for each particular outing.
- We carry out risk assessments for each trip and venue before the outing takes place.
- The manager and all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children or one adult to three children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompanies children on outings. Unless the whole setting is on an outing, a minimum of two staff also remains behind with the rest of the children.
- Named children are assigned to individual staff members and parent volunteers to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adult to child ratio and have children allocated to them.
- Outings are recorded in the outings record at the back of the register, stating: The date and time of the outing. The venue and mode of transport used. The names of the staff members assigned to each of the children and the time of return.
- At least two members of staff will take mobile phones with them
- A First Aid Kit will always be taken on outings and a staff member qualified in First Aid will always be present.
- Any medication required by a child during the course of the outing will be taken
- Additional items to take depending on venue include tissues, wipes, portable potty, snacks and water.
- We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, and a copy of our Missing Child Policy (Kept in First Aid Box).
- We provide children with badges/sticker/'high viz' vests to wear that contain the setting's name and contact telephone number – but not the name of the child.
- We usually request that parents transport their own child to the outing's venue but if this is not possible records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover and we ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
- Parents/carers may sometimes be asked to make a small contribution towards the cost of some trips. However, no child will be excluded because of financial difficulties.
- To be read in conjunction with Animal in Setting and Visits to Farms/Zoos Policy