

## **Outings Procedures**

In order to offer a varied and stimulating curriculum for the children in our care we aim to undertake a variety of outings throughout the academic year. These will vary from informal local walks to full scale trips out to museums, etc. In all instances the children will not be taken out of the Pre-school hall environment without prior consent from parents.

### **Informal Walks**

As part of our registration documents parents are asked to confirm their consent to ad hoc local walks so that good weather can be enjoyed when it occurs and walks for autumnal finds or visits to the village church can be undertaken when appropriate. In these instances adult:child ratios are always maintained accordingly. The Pre-school Leader will assess the children's development and ability in order to establish whether existing staffing levels are sufficient or whether additional parent helpers are necessary. No walk will be undertaken without due diligence being paid and risk fully assessed.

### **Outings**

Before an outing is undertaken a responsible adult (staff or committee member) will make a site visit in order to assess the destination's suitability. If the site is already known to the group this may not be necessary.

Where appropriate, contact will be made with the venue to advise of the intended visit and the Pre-school's needs will be discussed, e.g. toilet facilities.

A risk assessment form will be completed by the Leader/assistant and necessary arrangements made, e.g. checking vehicle/transport arrangements. See Risk Assessment file for copies of the forms and the information contained on them.

Adult:child ratios will be established in accordance with the level of risk of the environment and steps taken in order to ensure adequate adult help is secured. Where parents are helping with transportation, relevant vehicular documentation will be sought, e.g. insurance documents, MOT certificates. Children will only be transported with appropriate child seats installed.

Wherever possible parental help on outings will be sought by parents who have been CRB checked in order that parent helpers can be used to either take children to the

toilet and/or be held responsible for small groups of children whilst staff take the children to the toilet.

Once the venue and date have been set, parental permission will be sort via a form. These are held on file for reference. An accompanying note will inform parents of the nature of the outing, together with any specific clothing requirements, e.g. wellies, and any changes to the normal Pre-school session times, e.g. if children will arrive back later than normal finishing time.

The Leader will take the following items on the outing:

- the mobile phone (fully charged),
- register and contact details,
- first aid box,
- accident book,
- nappies, wipes, spare clothes, etc. for any children who may require changing,
- specific medicines e.g. inhaler, epi-pen,
- relevant refreshments for the outing.

Children will be allocated to adults where appropriate. Regular head counts will be made throughout the trip.

Safety issues will be explained to the children before they embark on the outing.

Washing/wiping of hands will be undertaken before any food/snacks are eaten whilst on the outing.

Regular toilet stops will be made for the children's convenience – appropriate to the length of the trip/outing.

Any significant incidences will be reported to parent(s) and Chair where appropriate. The Leader will also make a note where changes may need to be made for future outings, e.g. suitability of destination, or adult:child ratio may need to be increased if mostly 3 year olds attend.