



Outings Policy

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.

Policy Summary

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. We ensure that all children are safe whilst on outings and that outings are suitable for all children in our care. Parents will be aware of any outings and the role of the adults accompanying the children.

Registration

To ensure that all staff members are aware of the number of children being taken on a walk or an outing, the daily register will be called before leaving the Pre-School. Once we arrive at the venue the register will be taken again to ensure all children are present.

Before leaving the venue to return home the children will be registered again. If parents are collecting children from a venue, a member of staff will be responsible for marking them out on the register as they leave.

Staff will be aware of how many children are in their care at all times.

Ratios

The ratio in the park and for all outings will be;

Aged 1 years: 3 children to 1 adult

Aged 2 years: 4 children to 1 adult

Aged 3 years and over: 8 children to 1 adult.

All incidents or accidents are recorded and reported to parents/carer's, according to normal policy.

Going to the Park

The park is inspected each day by a member of staff, as part of the daily risk assessment. Any hazards will be removed and breakages reported.

During extremely wet or icy weather we will not use the park as equipment can become unsafe. However, we may on occasion take children for wet welly walks to the park and the

surrounding area. The children will be dressed appropriately in all in one rain wear and wellington boots.

We only use the swings adapted for young children.

Going for welly walks

Permission slips for outings, including welly walks, are included in the registration pack documents. Parents will be informed of when and where a welly walk will take place. Children will be dressed in suitable clothing for walks, appropriate for the weather, from pre-schools own supplies if necessary.

Staff will discuss with the children the importance of road safety, staying together and staying safe. High visibility vests will be worn by staff and children.

A first aid kit, children's emergency contact details, mobile phone and the daily register will be taken on walks.

There will be occasions when we require more adults to accompany the children on walks and outings, and on these occasions we will request support from parents and the management committee.

Transition visits to School

To aid the children moving onto 'big' school, we will support transition visits to our feeder primary schools. This will be done in a variety of different ways.

From 2018, we will work with **Marshwood** and **Charmouth** Primary Schools (as agreed with each Head of School) to create a pre-school session within the school setting. This will enable children to get to know their new school and the teaching staff whilst in the comfortable and familiar care of the pre-school staff. The sessions will be staffed according to normal preschool outing ratios, with a minimum of 2 staff in attendance or 1 staff member and 1 appropriate volunteer.

These visits operate for a session of no more than 3 hours, for no more than 10 weeks through the Summer term. Parents will transport their child to and from the school, and will aid the staff in settling their child in. Please refer to our The Role of the Key Person and Settling In Policy. A register of attendance and full records including Learning Journeys will be maintained.

Pre-School staff will be fully responsible for the children during the visit, including the welfare and safeguarding of the children within their care. Please refer to our Safeguarding Children, Young Adults and Vulnerable People Policy.

A member of staff will visit the venue to complete a thorough risk assessment prior to the first trip, and reviewed in conjunction with a representative from each school. This risk assessment will be reviewed and updated as required, and at least annually prior to the Summer term.

Transition visits to other schools will be made in accordance with their transition arrangements, and be dependant upon the school. Whitchurch Pre-School will ensure staff are made available to support any request for visits in accordance with this and other policies. For example, accompanying a child on a transition visit to their new school, arranging visits from the appropriate Teacher here at Whitchurch Pre-School to meet children etc.

Pre-School Outings

Before we decide on a venue for a Pre-School outing, a member of staff will visit the site to ensure it is suitable for all children in the group. At this time a risk assessment will be completed. If transport is to be provided we will ensure that all vehicles have suitable insurance

If a company is hired to provide transport we will check that the bus drivers have a valid CRB/DBS check. Private vehicles will be fitted with seat belts and parents will need to provide safety seats. Where staff members are providing transport for children there will always be two members of staff travelling in the vehicle.

Parents will be asked to give permission for staff to take their child on an outing, including permission for staff to drive a vehicle with their child as a passenger as necessary.

There may be occasions where pre-school is unable to provide staff to transport/supervise children. On these rare occasions, pre-school will advise parents that they must accompany children. If the child is unable to attend for this reason, and a normal pre-school session is not available, no fee will be charged.

The Pre-School Manager will consider the nature of the outing and if necessary for safety reasons, we would ensure a higher staff to child ratio.

Parents will be made aware of any itinerary for the outings.

Parents/Carer's may be invited to attend with their children. Where parents are attending an outing with their child they will be responsible for their child. If they require help from a member of staff this must be requested in advance. Where possible, staff will offer support for the duration of the visit.

We will ensure that any venue we choose for outings is inclusive and suitable for the needs of all the children in our care. A first aid kit, children's emergency contact details, mobile phone and daily register will be taken on all outings.

This policy is reviewed annually, or as deemed necessary.

Policy adopted.....(date)