



We demonstrate tolerance and respect through child-led play

## Outings Policy

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## Outings Policy

### 1 Scope & Purpose

1.1 To ensure all children can access a wealth of experience whilst remaining safe.

### 2 Outline

#### 2.1 Outings and Visits

We have agreed procedures for the safe conduct of outings.

At Croft Playgroup we recognise the value of providing opportunities for children to take part in outings so they can further develop their knowledge. Outings can enhance and reinforce, in a practical way, what children are learning. Trips can include trips on foot i.e. visits to the local park, the library, local markets, end of year trip and places of interest.

#### **All procedures must be followed prior to an outing;**

- Parents/carers always sign consent forms before an outing.
- Formal written consent in registration forms to cover outings outside of Playgroup.
- Records are kept of the vehicles used to transport the children, with named drivers and appropriate insurance cover.
- All outings should be planned in advance except for emergency evacuation.
- A full outings Risk assessment of the outing should be carried out in advance, but rechecked on the day, i.e., weather, area is clear, safe for use.
- A full list of emergency contact details for each individual person must be collated.
- Some outings can be notified on same day if interesting happening in surroundings – with verbal consent from carer/parent.

#### 2.2 Risk assessments

Risk assessments are conducted prior to any outing. The risk assessment will determine the appropriate staff ratios. Unless considered safe, staff ratios will always be 1 adult: 2 children, when on outings. The risk assessment will identify any potential hazards, which will be taken into consideration with adult:child ratios and steps will be taken to minimise any identified risks. All adults on the outing will be informed of any risks. Risk assessments will be kept in a file following the outing for future reference and updates.

#### 2.3 Transport

Outings requiring motor transport will be arranged at least 1 week in advance and require separate consent. These trips will involve extra parental involvement. Children will travel with named adults with appropriate car seats/straps being co-ordinated between the carers in order to do this. A list will



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be kept of who is travelling with who, which non participating parents will be required to sign to acknowledge the arrangements.

Croft Playgroup will always use a named coach company if using a coach on outings. The coach must have seatbelts and relevant insurance; this will be checked by the preschool manager, chair or secretary of the management committee when arranging the outing. Alternatively, parents/carers may be asked to provide transport for their child. Parents will be asked for their permission before taking children onto the town service bus which has no seat belts.

#### **2.4 All procedures must be followed during the outing;**

- The children are always appropriately supervised to ensure no child gets lost and that there is no unauthorised access to the children.
- Any child who has a health care plan must have their health care plan documents with them, along with any medications/asthma pump if needed.
- Children should be suitably attired for the weather/season. Prior planning will make this easy to organise. Severe weather conditions will involve cancelling the trip.
- Young children will be pushed in pushchairs and older children will hold the hand of the qualified suitable adult.
- At no time whilst on an outing must a member of staff use the Mobile phone to make or receive a personal phone call. All staff must be alert to the outing lead (usually the playgroup manager) and phone lines must be kept clear in the event of an emergency.
- All adults will be aware of which children they are responsible for, and children will be made aware of which adult they will be cared for by.
- Children on outings will be cared for either by their parent/carer, or permanent member of staff or a member of the preschool management committee having had a DBS check.
- Regular meetings will be arranged during the day; all adults will be made aware of these times and where the meetings will take place.
- A guide of the area will be given to each adult at the start of the outing, together with the preschool mobile phone number and where first aid can be sought.
- At the beginning, during and at the end of the outing all children and adults will be accounted for. The person in charge will count everyone; ensuring that all people are accounted for.
- In the event of an accident or incident adults will inform the person in charge by phoning the manager's number given at the beginning of the trip. They will then implement the appropriate procedure.
- In the case of a missing child, the 'missing child on an outing' procedure will be implemented.

The Croft Playgroup manager should ensure on leaving the Playgroup;

- If all adults are going on the trip the playgroup is secured and lights are turned off.
- The first aid kit, mobile phone and water are carried and register with emergency contact details.
- At least one First Aider must be present.



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On outings staff take with them;

- An outings bag
- First Aid kit
- Spare clothes
- Medications if required
- Mobile phone fully charged and have enough minutes/credit, phone numbers should be circulated to all adults.

For those children remaining at playgroup, the adult to child ratio conforms to the requirements of Statutory Framework for the Early Years Foundation Stage.

**This policy was adopted by Croft Playgroup**

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Katherine Chan

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

*Date policy to be reviewed: March 2024 or earlier if required*