



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.
- 1.2 To recognise the value of providing opportunities for children to take part in outings so they can further develop their knowledge of the wider world.

### 2 Outline

- 2.1 Outings can enhance and reinforce, in a practical way, what children are learning.
- 2.2 Trips can include trips on foot i.e. welly walks, visits to the local park, the library, local markets, end of year trip and places of interest.
- 2.3 All procedures must be followed prior to an outing;
  - Parents/carers have given formal written consent in registration forms to cover outings outside of Playgroup.
  - All outings should be planned in advance except for emergency evacuation.
  - Risk Assessments are completed prior to outings and shared with all staff and parent helpers in advance.
  - Risk assessments 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.
  - Risk assessments will be kept in a file following the outing for future reference and updates.
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  - A full list of emergency contact details for each individual person must be collated.
  - Some smaller outings can be notified on same day, with verbal consent from carer/parent e.g. one off trips such as to the post office.
  - Where outings require transport 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;
  - A member of staff on the trip to ensure they have a fully charged mobile phone with them.
  - At no time whilst on an outing must a member of staff use their 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.



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- 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.
- The Manager or group leader will ensure that a first aid kit, mobile phone and register with emergency contact details are carried securely on the outing.
- Staff leading the trip will ensure that appropriate kit is taken including, spare clothes and medications if required.
- At least one First Aider must be present (*All staff at playgroup have relevant first aid training updated every 2 years*).
- Children should be suitably attired for the weather/season.
- Severe weather conditions may lead to cancelling the trip.
- 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.
- The children are always appropriately supervised to ensure no child gets lost and that there is no unauthorised access to the children.
- If appropriate, regular meetings will be arranged during the day; all adults will be made aware of these times and where the meetings will take place.
- If required, 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 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 immediately. They will then implement the appropriate procedure.
- In the case of a missing child, the procedure outlined in the Missing Child Policy will be implemented.

2.4 If all adults and children are leaving the playgroup building the Manager will ensure that the building is locked and alarmed.

2.5 If any children remain at playgroup, Managers will ensure that the staff: child ratio conforms to the requirements of Statutory Framework for the Early Years Foundation Stage and that an appropriately qualified staff member is able to remain on site and undertake the role of DSL (Designated Safeguarding Lead).

### **This policy was adopted by Croft Playgroup**

Signed on behalf of the Croft Playgroup  
Croft Playgroup Committee  
Print Name: Jason Adams

Croft Playgroup Manager  
Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

*Date policy to be reviewed: April 2025 or earlier if required*