

## Outings and Visits Policy

### Statement of Intent

The Pre-school believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children and adults remains paramount.

### Method

- Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties and carry out a risk assessment.
- The Pre-school Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved.
- If a prior visit is not possible, the Pre-school Manager will write/email the venue requesting all relevant information and a risk assessment statement where available.
- Children will be talked through any potential safety hazards and told to remain with an adult at all times.
- Staff will explain to children what to do in an emergency, including designating a suitable meeting point.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. Michelle Wisbey is the only driver insured to transport preschool children.

### Parental Consent

Before a proposed visit or outing;

- The Pre-school will send a letter and the visit form to parents/carers giving them detailed information outlining the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.
- Parental consent is needed for all off-site visits and outings.
- The Pre-school Manager will take copies of the signed visits and outings form, which should include emergency contact names and numbers, on the trip while the original will be stored at the preschool.
- Parents/carers have the right to withhold consent for a proposed visits or outing.
- Any child who does not have a signed consent form will not be allowed to participate.

### During visits and outings

- The adult to child ratio is 1:2 subject to the nature of the activity and the risk assessment.
- Children will remain under close supervision at all times.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children, if parents are not present.
- The Pre-school Manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, illness and Emergency policy.

### Policies and Procedures

Sept 13, Jan 16, July 19,

- Staff will have access to a mobile phone at all times. These numbers are recorded on the staff telephone list at the preschool office.
- Staff take a nominated mobile phone on outings for emergency use and an emergency contact list of telephone numbers and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff will ensure individual children's medication is taken for each outing.
- A minimum of two members of staff will accompany children on outings and a minimum of two remain behind with the rest of the children, depending on the ratios needed as per Statutory Guidance.
- A register will be taken at the beginning and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff and children participating in the visit or outing, along with relevant phone numbers, will be left with the member of the management at preschool office.
- All risk assessment/permission slips for visits and other visit details are kept in a file in preschool office and taken on the trip.

## The following procedures and documentation in relation to Outings and Visits are

### Preschool Policies

- Health & Safety
- Risk Assessment
- Child Protection

### Statutory Framework for the Early Years Foundation Stage 2017

#### *Section 3: The Safeguard and Welfare Requirements*

- Accidents and Injuries
- Outings