

## WHITLEY LODGE UNDER FIVES

### OUTINGS PROCEDURES

#### Statement of Intent

Our Pre-school believes that carefully planned outings can provide positive learning experiences.

#### Aim

We aim to plan safe enjoyable outings which provide positive learning experiences linked to curriculum themes.

#### Method

Procedures for planning and carrying out outings and visits are as follows:

- Outings are planned by staff and committee and are usually linked to a current curriculum theme.
- A risk assessment is carried out before an outing takes place. Wherever possible a staff or committee member visits the venue first to identify any potential hazards or difficulties. Procedures to be followed in the event of an emergency are discussed and will vary for individual outings.
- Venues chosen for large group visits are equipped for and offer appropriate facilities for pre-school children and meet the needs of all children including those with specific disabilities or cultural requirements.
- Parents/carers are invited to accompany large group outings. If they are unable to do so staff take responsibility for unaccompanied children (maximum of two children per staff member).
- Parents/carers are given full details about the outing and complete consent forms for children going on outings.
- Where transport is to be used coaches/buses are hired through a reputable local bus company which carries the necessary insurance and which has seat belts on all seats, using named drivers. Drivers do not have unsupervised access to children.
- All children have their own seat and seatbelts are securely fastened.
- A member of staff is responsible for carrying the register and children's registration forms which have emergency contact details and emergency medical consent. The register is taken before leaving Pre-school and before leaving the venue to return home.
- A First Aid box is taken together with a bucket, wipes and spare clothing. Any essential medication is taken along with medication consent forms.
- Members of staff carry mobile phones for emergency use.
- The Supervisor carries the work mobile. Parents are given this number as a point of contact during outings.
- The children who are accompanied by a parent or carer remain the responsibility of that parent or carer. Unaccompanied children are the responsibility of the designated member of staff and are closely supervised at all times to ensure no child gets lost, however in the case of a missing child action will be taken as outlined in the Procedures for when a child leaves the group unaccompanied. Staff also ensure that there is no unauthorised access to children.
- All staff and parents/carers remain vigilant for the safety of all children.
- Pre-school insurance covers outings but checks are made prior to individual outings to ensure cover.
- Additional equipment lists and refreshments will vary depending on the visit venue.

This policy should be read in conjunction with the Mobile Phone, Camera and Internet Policy.

This procedure was read and understood by all staff.

Carol Shields.....  
Lucy Brown.....  
Helen Graham-Potts.....  
Jayne Pronk.....  
Amy Kennedy.....

Staff meeting date.....2/9/21.....

To be revised September 2022