

## 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 and developmental 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. Risk assessments are to be shared with any staff, students, or volunteer's accompanying the children. All staff will be aware of any potential risks and ensure that all reasonable measures are taken to remove the risk. 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 seat belts and 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, nappies, wipes and spare clothing. Any essential medication is taken along with medication consent forms.
- Staff make sure that they have water and plastic cups which are readily available for the children
- 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 will 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.....  
Joanne Cameron.....  
Helen Graham-Potts.....  
Jayne Pronk.....  
Amy Kennedy.....

Staff meeting date – 4<sup>th</sup> September 2023

To be revised September 2024