



Outings Policy

Policy Statement

Children benefit from being taken out of the pre-school to go on visits to a variety of suitable venues, for activities that enhance their learning experiences. Staff in our pre-school ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a consent form for specific outings.
- There is a risk assessment carried out for each venue, before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings are recorded on an outings form kept in the pre-school, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.
- Staff will take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines and medical administration consent forms required for individual children, a mini first aid kit, the Medical Record Book or a supplementary medical record card, snacks 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 take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....