

Outings policy

Statement of intent

At Haylands Puddleducks Pre-school and reception we value the opportunity to take the children off site to gain different experiences and as part of the Early Years Foundation Stage Framework. Outings are arranged to look at the local environment, visit shops, the post office or other local buildings. Generally one main outing a year may be arranged.

Aim

With all outings the following procedures are followed at all times to ensure the health and safety of children and adults is maintained.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and well-being	2.1 Respecting Each Other 2.2 Parents as partners 2.3 Supporting Learning 2.4 Key Person	3.1 Observation, Assessment and Planning 3.2 Supporting Every Child 3.3 The Learning Environment 3.4 The Wider Context	4.1 Play and Exploration 4.2 Active Learning 4.3 Creativity and Critical Thinking 4.4 Areas of Learning and Development

Procedures

- Written permission from all parents/carers is obtained before outings.
- A full risk assessment will be carried out for each outing including any children/staff with additional needs.
- All parents/carers informed of the time and place the outing will take place.
- All parents/carers advised of any equipment needed for the outing i.e. waterproof coats, rucksacks, packed lunches etc.
- The ratio of staff to children depends on the age range of the group and will be advised at the time (2-3 yrs-1 staff to 2 children: 3-5 yrs-1 staff to 4 children), additional staff and volunteers will accompany the outing due to increased ratios.
- A minimum of two staff will always go together with the appropriate number of children.
- Wrist straps will be provided when appropriate.
- There will be a designated member of staff who has a current First Aid Certificate on every outing.

The staff members will

- Divide the children into appropriate groups.
- Take the register and risk assessment.
- Take contact details of all the children and staff.
- Take a fully charged mobile phone/coins.
- Take a first aid kit and any medication for individual children if necessary/list of allergies.
- Take suitable clothing for the weather.
- Take snacks and drinks if outing longer than an hour.
- Take the register before setting off, on arrival, half way through the visit, before departure and again on arrival back to pre-school/school. Counting of children, though, to be on-going throughout the outing at regular intervals. When group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting their individual groups at regular intervals.
- Ensure that all children have a label attached showing the name of the pre-school or school and contact number additionally it should show the mobile number of the phone carried by a member of staff on the outing. It must NOT show the child's name.
- Ensure toilet facilities are provided at regular intervals and a supply of nappies/pull-ups, wipes, nappy bags, spare clothes taken.
- Arrange meeting point and time when all party should assemble.
- Ensure transport used is fully insured and all seats have seat-belts, booster seats and that the maximum seat capacity of the vehicle is not exceeded, records of vehicles and drivers, including licences, MOT certificates and insurance checked.
- Ensure if a vehicle is used children will be accompanied by a registered member of staff, no child will be left unattended, care and caution will be taken when getting in to or out of a vehicle, any incident will be recorded in writing, Ofsted will be contacted and informed of any incident. When using public transport or private vehicles consent will be gained from Supervisor/teacher and parent/carers prior to outing.
- Ensure that all children have suitable clothing and their comfort and ability to walk is not over estimated.
- Apply appropriate sunscreen before the outing if permission to apply sunscreen is gained from parents/carers and sunscreen taken on the outing.
- Ensure that children walk in pairs and hold adults hands when able or an adult to walk in front and an adult to walk behind.
- Remind children of road safety before the outing and good practice will be emphasised throughout the outing.
- Ensure that when taking small groups of children out from the setting/school that the children and themselves are signed out and signed in again on return.
- Ensure that parents/carers, students and volunteers on outings will not be left unsupervised with children other than their own.

- Support the supervisor/teacher at the end of the outing to evaluate the outing noting any problems, learning outcomes, comments from adults/children and any recommendations for future visits.

Manager of Pre-school Signed..... <i>R. Miller</i>
Date..... <i>16.12.15</i>
Governing Body Signed..... <i>[Signature]</i>
Date..... <i>16th DECEMBER 2015</i>
Next Review Date October 2016