



## **OUTINGS POLICY**

Outings are an important part of children's education. Where practical, Stawley Under Fives and Swallows Pre-school will arrange outings to broaden the children's experiences.

1. A member of staff will be nominated to take charge of the outing. The person must be both suitably qualified to take charge & willing to do this.
2. The person in charge will check, using the staff: child ratios laid down in the Early Years Foundation Stage Statutory framework, that sufficient staff will be attending the outing to ensure that a safe environment is maintained for the children in their care.
3. The person in charge will ensure they are fully aware of all relevant procedures and policies relating to such an outing, such as risk assessments, lost children, uncollected children. All relevant procedures will be carried out before leaving the premises for the outing.
4. The person in charge will ensure that the pre-school telephone, a copy of children's and staff emergency contact details, and a first aid kit are taken, and carried throughout the outing by a delegated member of staff. They will assess the first aid arrangements in the event of an incident and delegate accordingly depending upon the circumstances of the incident.
5. A checklist will be completed prior to the outing to ensure the person in charge has covered all relevant information required for the outing. This includes carrying out a full risk assessment of the outing planned.
6. Before a visit a risk assessment is carried out - this may take account of safety factors listed in the location's own risk assessment which should be viewed. The outings procedure is followed.

### **Off the premises procedure:**

- Check risk assessments have been completed for the session and activities.
- Ensure parental consent forms are completed prior to the outing.
- Refer to the pre-site checklist for trips.
- Complete the required/relevant off the premises forms.
- Give parents/carers contact information for the premises we are visiting and ensure they have the pre-school telephone number.
- Leave plenty of time to get back to the pre-school by the return time given to parents.
- Management will contact parent/carers as soon as possible if there are delays in getting back to the pre-school.



- On return to the pre-school, staff will ensure all children have all of their belongings, before disembarking from the bus/transport.

### **Parent and carer information policy:**

- The pre-school manager will advise parents/carers in advance of any activities due to be carried out whilst on the outing.
- Displays of photos will be displayed as soon as possible after the trip.
- Parents/carers will be encouraged to ask questions if they require any further information about the trip.
- Parents will be welcomed to join us where numbers and space allows.

### **Lost/missing child procedure on an Outing:**

- The lost/missing child policy will be adhered to if a child goes missing during a pre-school outing/trip.
- The manager/person in charge of the outing will arrange for the other children to be safely supervised.
- The surrounding area will be checked to see if the child can be located.
- Enquiries will be made of any other adults in the vicinity.
- If the child cannot be located the Head Teacher will be notified.
- The pre-school manager will telephone the police and/or emergency services, the child's parent/carers and the appropriate Ofsted officer.