Anlaby Park Methodist Pre-School

Outings and visits policy

As part of their learning and development, children at the Pre-School undertake a range of local outings including walks and visits etc. off the premises. Permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance the learning opportunities inside the Pre-School environment and extend play opportunities for children.

These will be carefully planned and the following guidelines will be followed on all outings from the Pre-School, whatever the length or destination of the visit:

* Written permission will always be obtained from parents before taking children on an outing out of the local area
* Written permission for local walks is obtained from the parents on the admission form
* Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured
* At least one member of staff will hold a valid and current paediatric first aid certificate
* A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
* A completed trip register together with all parent and staff contact numbers will be taken on all outings
* Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the management prior to the outing
* The managr/deputy will carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing
* A fully charged mobile phone will be taken as a means of emergency contact
* In the event of an accident, staff will assess the situation, if required, the group will return to the Pre-School immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the Pre-School
* A pre-visit risk assessment will always be carried out before the outing. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.

A full risk assessment and outing plan will be carried out for each outing and this will be displayed for parents to access. This plan will include details of:

* The name of the designated person in charge - the outing leader
* The name of the place where the visit will take place
* The estimated time of departure and arrival
* The number of children, age range of children, the ratio of staff to children, children’s individual needs and the group size
* The equipment needed for the trip i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
* Staff contact numbers
* Method of transportation and travel arrangements
* Financial arrangements
* The name of the designated first aider and the first aid provision

**Use of vehicles for outings**

* All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the Pre-School
* The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
* The manager/deputy will check the identification of the driver to ensure he/she is the person named by the hire company
* Any mini buses/coaches are fitted with 3-point seat belts
* When children are being transported, there will always be at least one adult in the vehicle, excluding the driver.

When planning a trip or outing using vehicles, the Pre-School ensure they hire a coach/bus from a reputable company. If the pre-School hire a coach the following procedures will be followed:

* Ensure seat belts, child seats and booster seats are used
* Ensure the maximum seating is not exceeded
* All children will be accompanied by a registered member of staff
* No child will be left in a vehicle unattended
* Extra care will be taken when getting into or out of a vehicle

In the event of a child being lost, the Lost Child Procedure will be followed:

* Any incidents or accidents will be recorded in writing
* Ofsted and the Local Area Safeguarding board will be contacted and informed of any incidents.

**This policy was adopted on: July 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: June 2023**