



Brenchley Preschool

Outings Policy and Procedure

Brenchley Pre-School Limited School recognises the benefits of trips and outings for children. They enhance the experiences offered and embrace the Early Years Foundation Stage (EYFS) curriculum. In order that we can undertake trips and outings with the children we recognise the need for safety at all times.

It is the policy of the setting to ensure that:

- Equal opportunity exists for all children i.e. that children with disabilities and cultural requirements etc are included.
- That a first aider will be in attendance.
- That safety is maintained whilst children board or exit vehicles or whilst walking.
- There is access to a mobile phone by the whole group and by individual group leaders.
- That adult/child ratios are adhered to and will be exceeded according to circumstances.
- Register with phone numbers is taken with outing

At all times the following procedures will be carried out:

- A risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue.
- Full details of the outing will be given to all parents.
- Written parental permission will be obtained.

Essential equipment will be taken and should include

- First aid kit
- Individual Medication
- Potty, wipes
- Change of clothing

Emergency Procedure

In the event of an accident staff will:

- Administer first aid if it is required whilst ensuring that the remaining children are supervised and ratios are maintained.
- Call an ambulance if one is required.
- Inform the Manager or supervisor about the accident.
- Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary.
- Make arrangements for the remainder of the group, depending on the circumstances of the emergency.

In the event of a child being lost then:

- The Manager or senior staff member on the outing must be informed as soon as it is realised that a child is missing.
- An immediate roll call and register will be taken of each individual group or the whole group.
- Ensuring remaining staff/child ratios and safety of the children, staff with mobile phones to search the immediate area. The Manager will contact personnel at the venue to alert them that a child is missing and their own procedures need be put into place.
- If the child is not be located, parents/carers will be contacted and informed of the situation in a clear, calm, concise manner.
- Actions will be taken in line with the parents instructions e.g. contacting the police.
- If no immediate contact can be made with the parents, the police will be informed.
- Ofsted would be informed.
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It is intended that the lost child policy will be referred to and followed.

This Policy was reviewed at a Management Meeting held on Monday 1st September 2025.



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Mrs Victoria Relle – Chairman of Brenchley Preschool