



Outings Policy

At the URC Pre-School we aim to take the nursery class children out on visits within the local area. This may involve a short trip to the local library or walk to the park or shops. On each occasion no private transport is used.

For such events the following points should be taken into consideration.

A risk assessment is carried out by the member of staff leading the outing and signed by the Manager for approval.

Parents/carers will be informed of the coming outing at least a week before the event and asked to sign to give permission for their child to leave the pre-school on this occasion.

The ratio recommended for outing from the URC is 2 children per adult.

If extra help is required to meet this ratio, the leader should ask for the parents/carers to help out.

The children should be informed of their outing at least the day before the event.

On the morning of the outing, the children should be reminded before leaving about the basic safety whilst out, particularly with reference to the roads, all children will wear visible jackets. Each adult should be asked to be responsible for two children. However, should a child require the toilet or medical assistance, a member of staff, rather than a helper, should deal with the situation. A portable first aid kit, a child's medication (if relevant) and a mobile phone containing all the children's contact numbers should be taken on each outing by a suitably qualified member of staff.

The pre-school leader should register the children before leaving the hall and again on their return.

Last Reviewed: January 26