



Outings

Policy Intention

This policy is in place so that trips and experiences are carefully planned and executed safely.

Outings provide important experiences that contribute to the learning and development of children.

We have a responsibility to keep children safe on and off the premises whilst in our care.

Risk assessments, permissions, ratios, transportation methods, emergency communications systems, named first aider, resources and equipment, clothing and changing considerations are all detailed in our procedure.

Procedure

Safeguarding and Welfare

- Children are kept safe and supervised at all times whilst on an outing, or when outside of the premises.
- We share details of any planned outings in advance with parents/carers in line with the [Parent Partnerships Policy](#).
- We undertake robust planning and preparation to ensure essential records and equipment are taken on outings, including contact telephone numbers for parents/carers.
- Risk assessments are undertaken to remove, minimise and manage risks and hazards including lost child, mode of transport or any changes to adult/child ratios.
- We ensure a system is in place in case of emergencies following the risk assessment.
- Vehicles in which children are being transported and the driver of those vehicles are adequately checked.
- Children will be appropriately dressed in accordance with type of outing and weather.
- We manage hygiene and toileting needs, as well as consumption of food and drink.
- A designated first aider with appropriate resources, will be in attendance.
- During visits to petting farms and zoos, children will wash their hands after contact with animals and before eating or drinking.
- In the event of an accident or incident, we will follow the [Accident, Incident and Injury Policy](#).

Whilst every effort has been taken to ensure that the information provided is accurate and up to date, PACEY will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy, error or omission. It must be acknowledged that not every eventuality may have been covered.