

# ST ALBAN'S PRE SCHOOL

## Procedure for outings for St Alban's Pre School

### **Suspended- Covid- 19**

During the outbreak, trips and outings are suspended. Children should still have access to outdoor play and learning opportunities as normal, as long as social distancing measures are followed.

### **Planning**

Before taking children on a visit we will consider where we are going and why, how we are going to get there and what we will do when we get there. We will think about what we will expect the children to gain and learn from the visit and how we might follow up with activities. We will check our insurance policies to make sure that we are covered for outings and what the cover extends to.

### **Safety Procedure**

Standard 14 of the National Standards for Day Care sets the basic framework for the procedures that need to be adhered to in any setting that is planning to take children on outings to local resources.

- For day /half day trips, parents will sign consent forms specific to the event.
- Parents may accompany their own children where possible on all trips to help staff meet the necessary ratios.
- A minimum of two staff from the setting accompany children on outings
- Children are taken out on a ratio of 1:2 for children up to three.
- Children may be taken out on a ratio 1:4 for 3 and 4 year olds.
- Staff will carry out a risk assessment prior to the trip identifying any potential hazards.
- Children will wear a sticker label on their outer garment with the name of Pre School and a phone number. NEVER the name of the child.
- Staff will keep a record of all outings. This will record the date and time of the outing, venue, method of transport, any risk assessment, the names of the children going on the outing with the names of the staff caring for them.
- Individual staff are allocated to a small group of children who they are responsible for the entire trip.
- All staff and carers on the trip will be aware of any emergency procedures.
- There will be at least one fully charged mobile phone.

- There will be an emergency contact list
- A small first aid kit with any prescribed medication needed by an individual child will be carried by a named person.
- Changes of clothes and plastic bags will also be carried.

This policy was adopted by	<u>St Albans Pre School</u>	<i>(name of provider)</i>
On	<u>23 June 2022</u>	<i>(date)</i>
Date to be reviewed	<u>23 June 2023</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	