

# Outings Policy & Procedure

Prior to an outing, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved.

The preschool will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

As staff it is our job to safeguard the children that are in our care. If at any point a member of staff does not follow the outings procedures then an instant dismissal can occur.

## Parental Consent

Parental consent is needed for all off-site visits and outings that are not to the usual parks and playgrounds. **An annual outings form must be completed by the parents/carers of each child who will be joining the outing.** The registration form captures their signature of consent for generally daily trips to the park and playground. Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

## Procedures followed for outings or trips:

On visits or outings, the staff to child ratio will be adhered to,

- The lead member of staff will make sure the outing bag is ready to go with first aid kit, drinks bottles, nursery keys, mobile phones, camera, copy of register with all children's names and parents contact details on and any equipment we might need for that particular trip. Children will not be put on the line until everything is ready to go.
- All children will be assembled in the top class room and a register and head count taken from the parent sign in sheet.
- All children will wear high-vis jackets.
- Two members of staff will be outside holding each end of the line while one child at a time is sent out onto the line. The teacher in the room will not leave the room until each child is out on the line.
- The lead member of staff will do a final head count.
- The member of staff that is not holding the line will go back into the nursery and do a final check of all three rooms to make sure no child is left behind.
- The nursery back door must be locked and the nursery front door must be double locked if no other member of staff is in the nursery.
- Children will remain under close supervision at all times.



# Outings Policy & Procedure continued

- Two designated members of staff will keep mobile phones with them at all times and their numbers will be circulated to all parents/carers in advance of the visits and outings. These numbers will also be left at the nursery in case of an emergency.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with any members of staff left on duty at The Butterfly Preschool, as well as this being taken on the school trip.
- One member of staff must have a whistle on them to call back the children whilst out on an outing.
- When out at the park or on a school trip it is the teachers/carers responsibility to make sure your eyes are on the children at all times. There should always be a teacher at the front, middle and back of the children's group. Teachers should not stand together in a group.
- A child that misbehaves and does not come back to the teacher when called must then hold the teachers hand for the duration of the outing if they can't be trusted to stop and come back when called.
- Any child that is vulnerable to falling over or having an injury must be kept close by a teacher and hold on to the teachers hand when required to run. This will hopefully prevent accidents from happening.
- At Forest school the area of the park used must be cleared prior to the children coming in and using it. Teachers must explain to the children not to pick up anything unless it is a stick. Teachers must be aware of foreign objects on the ground.
- At Forest school the teachers will show the children how to climb trees and logs. Children must be able to get themselves up onto the trees as they will then be able to climb down. No child should be put in a tree if they can't climb down by themselves.
- At Forest school when using any tools children should be separated into small groups. The teacher will show them first how to use the tool and then must be properly supervised whilst using them.
- Before leaving any playground, Park, school trip a full head count must be taken using the register for the day. At that point if any child is missing the staff must follow the missing child procedures.

## Photography and filming for personal use

When Parents and carers take photographs or film on our trips/outings, and the images are for personal use, we ask for photos or filming taken during the event not to be shared on social media. The photos can be shared on the parent's WhatsApp group ONLY.

We recognised that sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and provide a record of our activities. Some parents and carers do not consent to shared photographs on social media, and we must respect their wishes. This is following the GDPR requirements.

**When signing this policy you are agreeing to obey the procedures noted above. If these are not followed an instant dismissal will occur.**

Signature of Staff: .....

Name of staff: .....

Date: .....

