



Play • Learn • Grow

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Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment: Outings

Children must be kept safe while on outings.
Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.

Outings and Visits Policy

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on the Information required form for their children to be taken out as a part of the daily activities of the Pre-school.
- A risk assessment is carried out before an outing takes place.
- We assess each outing and decide on the adult to child ratio according to the type of venue.
- Named children are assigned to individual adults to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff are aware of individual children's needs.
- We will make sure that all helpers are aware of what to do in an emergency, where the first aid box is and who has the pre-school mobile phone.
- Staff make sure that any person who has not been vetted is never left alone with children.

- In the unlikely event that a child goes missing we will follow the procedure for missing child.
- Staff take a pre-school mobile phone and designate one other phone, for emergency use only, on outings, and supplies of tissues, wipes, pants etc. as well as a first aid pack. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers, accident book and a copy of the Missing Child Policy.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- Parent/carers are asked to accompany their own children on all day trips where possible.
- Our committee will arrange a budget for all trips.
- If vehicles are to be used for transportation, vehicles and drivers will be adequately insured.
- High visibility clothing will be worn when walking along roadsides.

This policy was adopted at a meeting of	First Step pre-school committee	name of setting
Held on	<hr/> 20/11/2019	(date)
Date to be reviewed	<hr/> Signed copy at pre-school	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair/owner)	<hr/>	