

## Outings

### Policy Statement

Children benefit from being taken out of the setting to go on visits, trips to local parks or other suitable venues for activities which enhance the children's learning experiences.

### Procedures

- ❖ Parents sign a general consent form when they enrol their child into the Pre-School for their child to take part in local trips e.g. into the wooded area next to Pre-School or local shops in order to support their development.
- ❖ Parents will be issued with a permission slip for extraordinary trips away from the setting.
- ❖ A risk assessment is conducted prior to the outing taking place.
- ❖ Our adult to child ratio for outings is a minimum of 1 adult: 3 Children this is dependent on the individual children's needs and requirements to ensure everyone's safety.
- ❖ Staff will be issued named children they will be responsible for whilst away from the setting, this is to ensure that children are well supervised and that no children go astray and no unauthorised access to the any child occurs.
- ❖ Practitioners are to take a walkie talkie if going into the wooded area ensuring that someone within the Pre-School also has one on there person.
- ❖ There will be a lead practitioner that will take responsibility of the outing.
- ❖ The lead practitioners are to take their personal mobile phone when on further afield outings e.g. the shop and MUST adhere to the mobile phone policy.
- ❖ The lead practitioner MUST ensure that they have the following prior to leaving the Pre-School.
  - First aid kit
  - Emergency contact details for all children and staff
  - Snacks and water (If needed)
  - Change of clothes
  - Wipes
  - Nappy bags
  - Any medicines the children and or staff attending the outing require.
- ❖ The lead practitioner will have a list of children's names who are attending and will know how many children they are taking.
- ❖ The lead practitioner will also ensure that they have read and understood the missing child policy and ensure that they have a copy with them throughout the trip.
- ❖ All children and staff must wear a high visibility jacket whilst away from the setting, this is to ensure we can find them quickly.

**This policy was adopted by**  
**Position within the Pre-School**

**Katy Platt**  
**Manager & nominated individual**

# Pound Hill Pre-School Policies and Procedures

