



Outings and Visits Policy

Statement of intent

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

Procedures

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- A risk assessment is carried out for each venue, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before a major outing takes place.
- All venue risk assessments are available for parents to see.
- Our adult to child ratio is high for major outings, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Small outings, as part of daily activities, are recorded in the planning schedules and Risk Assessment file.
- Major outings are recorded in the Health and Safety file stating:
 - the date/times of outings
 - the venue and mode of transport
 - names of staff assigned to named unaccompanied children
 - list of children and parents on the outing
- Day to day outings usually take place during afternoon sessions and include all children. When they take place during the morning session, a minimum of two staff should accompany the children on outings and a minimum of two should remain behind with the rest of the children.

Pack list that will be taken on every outing:

Mobile phone

1st Aid kit

Contact list – including staff and children's details

Missing Child Form

'Permission' check list – 1st Aid, Photography, Diet, Emergency Treatment

Risk Assessment

This policy was adopted at a meeting of Child's Play Pre-school name of setting

Held on (date) 25/01/2012

Signed on behalf of the Proprietor _____

Role of signatory Owners

This policy was reviewed on _____ (date)

continue as necessary _____ (date)