



RAINBOW PRE-SCHOOL

Established 1979

Registered Charity No: 1026005

BAPTIST CHURCH HALL

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010 (9am-4pm)

Visits and outings policy

Policy statement

We offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the preschool environment and extend children's experiences. We always seek parental permission for children to be included in such outings.

Procedures

Visits and outings are carefully planned using the following procedures along with any local and national guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
- Written permission will always be obtained from parents before taking children out
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current full paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
- We designate one member of staff to be the outing leader, this may be the most senior member of staff attending and it will be their role to take the lead in the event of any emergencies and/or incidents and any safeguarding or child protection concerns.
- A first aid kit will always be taken on all outings along with any special medication or equipment required.
- A completed trip register, together with all parent and staff contact numbers will be taken on all outings.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the preschool manager prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear high visibility vests or jackets.

- Children will be easily identified by staff when on a trip by use of badges or 'high vis vests'. The preschool name, number and mobile number will be displayed
- A fully charged preschool mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation. If required, the group will return to preschool immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the preschool.

Risk assessment

Risk assessment is completed prior to the outing and signed off by the setting manager and all staff taking part. Existing risk assessments are reviewed/amended as required. Children with specific needs have a separate risk assessment if necessary.

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the preschool
- The arrangements for transporting children will always be carefully planned and where necessary additional staff or volunteers will be used to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- The preschool does not have its own vehicles. Where coaches/ minibuses are required, we will work with reputable companies, ensuring that vehicles used in transporting children are properly licensed, inspected and maintained, drivers are suitable and hold the appropriate licence and adequate insurance is in place.
- If a vehicle is used for outings the following procedures will be followed:
 - Ensure seat belts, child seats and booster seats are used
 - Ensure the maximum seating is not exceeded
 - All children will be accompanied by a registered member of staff
 - No children will be left in a vehicle unattended
 - Extra care will be taken when getting into or out of a vehicle
 - The vehicle will be equipped with a fire extinguisher and emergency kit (warning triangle, etc.)

Missing children

In the event of a child going missing, the Missing child policy will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents. There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. If necessary, the police will be contacted if it is safe to do so. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead. This could cover other issues such as extreme weather or emergencies such as an ill or injured child, etc. We will contact parents of the children on the visit to confirm arrangements as soon as it is safe to do so. Ofsted will be contacted and informed of any incidents.

Further information can be found at:

<https://www.counterterrorism.police.uk/safetyadvice/>