Watery Lane Preschool

Outings Policy

Policy Statement

Watery Lane Preschool will from time to time organise outings which will extend and support themed activities and enhance the learning experiences available to the children.

On these occasions the safety of the children will be paramount. All staff and volunteers are aware of and follow the procedures set out below.

Procedures

- There is a risk assessment carried out for each venue visited and this is reviewed regularly. Points to be carried out in the risk assessment include, but are not limited to:
  - Ratios
  - Weather conditions/clothing and equipment requirements
  - Route
  - Equipment – including distribution of weight/bags
  - Contingency arrangements
  - Use of parents/volunteers
  - Pairing of children with appropriate adults
  - Pre-visits/route checks
  - Ability of children (distance/terrain etc.)

- Parents sign a general consent on registration for their child to be taken out as a part of the daily activities of the setting. An additional consent is obtained for Forest School trips.
- Parents will be asked to sign specific consents for major outings. No child will be taken on a trip without an appropriate consent form. Prior to the trip parents will be notified of the date and times of the outing and any clothing and food requirements.
- A risk assessment for each outing will be carried out.
- All risk assessments are available for parents to see and discuss.
- Our adult:child ratio is high, normally 1:3 depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- The school office at St. Michael's will be informed of any whole group outings including the venue, names of all those attending and the time of return.
- Staff take the preschool's mobile phone on outings as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a First Aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long the group will be out for.
- Staff take a list of children with them with contact numbers for parents/carers, as well as an accident book and a copy of the Missing Child Policy.

- Records are kept of vehicles used to transport children with named drivers and appropriate insurance cover. If a minibus is used all procedures set out in our Minibus Policy will be followed.
- Consideration is given to children's travel requirements e.g. travel sickness and these children will be seated towards the front of the minibus with a member of staff adjacent.
- The preschool leaders will have a clear purpose for the visit and will ensure that all those involved will share clearly identified aims and objectives. These will be relevant to the age and stage of the children involved.
- All staff and supporting adults will be fully briefed on their role and responsibilities prior to the trip.
- A minimum of two staff accompany children on outings and a minimum of two remain behind if children remain in the preschool.

Links to other policies and legislation

Outings will confirm to our policies on Special Educational Needs, Safeguarding Children and Child Protection Policy, Mobile Phones and Cameras, Valuing Diversity and Promoting Equality, Health and Safety and Risk Assessment. Covid Risk Assessment

A Unique Child	**Positive Relationships**	**Enabling Environments**	**Learning and Development**
1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Well-Being	2.2 Parents as Partners 2.3 Supporting Learning	3.3. The Learning Environment 3.4 The Wider Context	4.1 Play and Exploration 4.2 Active Learning 4.3 Creativity and Critical Thinking

This Policy was adopted at a meeting of **Watery Lane Preschool** held on ……

Signed on behalf of the Management Committee ……

Name of signatory …….. Role of signatory ……

Date to be reviewed …….