



Outings And Visits Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

St Peter's Busy Bees Pre-school believes children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues, to take part in activities to enhance their learning experiences.

Aim

Our aim is to ensure that all children are kept safe on outings and visits.

Procedures

All staff and volunteers are aware of and follow the procedures that follow:

- Parents sign a general consent on registration for their children to be taken out as a part of our daily activities.
- Staff risk assess all areas we visit prior to the outing. These risk assessments identify aspects of the environment that need to be checked on a regular basis, any risks present and what we will do to minimise risk.
- Parents are always asked to sign specific consent forms before major outings, detailing contact details for that day and any other relevant information.
- All risk assessments are made available for parents to see, if required.
- Our adult to child ratio is high, one adult to two children, depending on their age, the type of venue, and 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.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini 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 they will be out for.
- Staff take a register of children/adults with them, contact numbers for parents/carers, and an accident book.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff accompanies children on partial group outings and a minimum of two remain behind with the rest of the children.