**Outings policy**

**Policy Statement**

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff and the committee in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Safety is our highest priority when we are planning and taking children on an outing or a visit. Outings and visits are planned to tie in with the aims of the Early Years Foundation Stage themes for learning. They would be short trips to the immediate area where the playgroup is located such as the library, local shops, or park.

**Aims**

We aim to provide a fun and enjoyable experience for all children and adults while ensuring they are kept safe. Staff should explain to children and parents where we are going and why. Everyone is made aware of any potential hazards highlighted by our risk assessment and we take every precaution to ensure the safety of all adults and children.

**Procedures for outings undertaken during playgroup sessions**

* At the time of admission to the Playgroup parents sign a general consent for their children to be taken out as part of the daily activities of the playgroup.
* This general consent details the venues used for daily activities
* There is a risk assessment for each venue carried out, which is reviewed regularly
* Parents are always asked to sign specific consent forms before major outings
* A risk assessment is carried out before an outing takes place. This involves staff visting the venue to assess any potential risks on the way or at the venue, as well as assessing the adult:child ratio for each type/nature of outing.
* All venue risk assessments are made available for parents to see.
* Our adult to child ratio is high, normally one adult to two children. A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children. We retain at least EYFS ratios of staff at all times.
* Outings are recorded on an outings record form kept in the setting stating:

The date and time of outing.

The venue

Time of return

* Staff take a mobile phone on outings, list of children attending and contact details as appropriate, an accident and incident book as well as supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.
* We ensure that at least one member of staff on the outing holds a first aid certificate
* We make children aware of road safety as appropriate for the outing or trip.
* Staff do not transport children in their own private motor vehicles.
* In the event of an emergency our procedures for Accident/incident and Missing child are followed.

**Procedures for outings which replace the normal playgroup sessions**

* Parents are always asked to sign specific consent forms before major outings and where possible accompany the child
* A risk assessment is carried out before an outing takes place. This involves staff visting the venue to assess any potential risks on the way or at the venue, as well as assessing the adult:child ratio for each type/nature of outing.
* All venue risk assessments are made available for parents to see.
* Our adult to child ratio is high, normally one adult to two children. A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children. We retain at least EYFS ratios of staff at all times.
* Outings are recorded on an outings record form kept in the setting stating:

The date and time of outing.

The venue

Time of return

* Staff take a mobile phone on outings, list of children attending and contact details as appropriate, an accident and incident book as well as supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.
* If a parent/carer is unable to accompany their child they will be required to complete an ‘In loco parents’ form, formally giving permission to the playgroup staff.
* We ensure that at least one member of staff on the outing holds a first aid certificate
* We make children aware of road safety as appropriate for the outing or trip.
* Staff do not transport children in their own private motor vehicles.

In the event of an emergency our procedures for Accident/incident and Missing child are followed.

**Other useful Pre-school Learning Alliance publications**

Register and Outings Record (2006)

 Risk Management in Early Years Settings (2007).

This policy was adopted at a meeting of : .............................................................................

Held on : ................................................................................................................................

Date to be reviewed : .............................................................................................................

Signed on behalf of the management committee : ................................................................

Name of signatory : ...............................................................................................................

Role of signatory (e.g. chairperson) : ....................................................................................