

## **Outings and Visits policy.**

We are committed to visiting different aspects of our local community with the children in our care and, where possible, our aim is to involve parents in sharing experiences of their child's fun and learning experiences. Regular trips to the railway station, library, castle, fruit and veg shops, fire station, etc, in our locality help children to get to know their local area and have other benefits. We need to follow a number of processes when outings are being planned and then made.

Prior to any outing being made:

- Consent forms outlining the proposed visit will be given to parents / carers before any outing takes place. Signed consent forms **must** be returned by parents / carers before the visit, this is to include **two** emergency contact details for each child.
- We will carry out a risk assessment prior to any visit being made. If the outing is to be made on foot, a member of staff will complete the route on foot as part of the risk assessment. Risk assessments are made available for parents to see should they so wish.
- Additional adults, such as volunteers / parents / carers will be invited to attend if the outing leader feels the need for additional adults require it. Each parent will be responsible for their own child only. If volunteers / parents / carers attend they will have communicated to them various aspects of our safeguarding policy and to have regard to health and safety. They must not use mobile phones, must not take photographs (including of their own children). They must not be left unsupervised with any children or accompany children to the toilet (even if their child attends; staff will cater for their child's needs).
- Each adult will be assigned specific children.
- An itinerary of the outing will be communicated to all adults attending the outing.
- If the outing is to include walking then this route will be explained prior to setting out. Road crossings are to be carried out in a practiced standard; each adult with their assigned children cross in one small party, with each party then waiting at the far side of the road for the whole group to have crossed before continuing. Where appropriate the planned route will make use of light controlled crossings.
- Children will be provided with appropriate outdoor clothing and will wear high visibility vests. Members of staff will wear high visibility vests. Any parents attending will be invited to wear them.
- The weather forecast will be consulted and, if necessary, the outing postponed.

Where only a few children are going out of Pre-school, a minimum of two staff should accompany them and a minimum of two should remain behind with the rest of the children. I.e, one member of staff should not take children alone nor just one member of staff be left with children at the pre-school.

Items that need to be taken on an outing:

- The relevant risk assessments.
- A register of children and adults attending, this will include a list of dietary and medical requirements.
- A first aid kit will be carried by a member of staff with valid paediatric first aid training.
- The business mobile phone will be carried by the outing leader, with a point of contact back in the pre-school building. (add number)
- Relevant weather-related clothing / sun cream (subject to consent forms).
- Healthcare plan must have the care-plan and medication taken in case of emergencies.
- Correctly stored food and drinks (for staff as well as children).
- Nappies and wipes
- Two changes of clothes for children (two sets in total. NOT two each!)
- Document relating to "missing" or "absconding" child.

During the outing:

- The child to adult ratio must be maintained. This normally two children to one adult. If a volunteer / parent has been vetted (ie. DBS checked) they may be included in the adult ratio.
- A regular head count will be taken.
- Any staff taking photographs for the children's learning journals will be in accordance with our policy.
- Any parents attending will be reminded of the need to not use their mobile phones.
- The splitting of one group, into two smaller ones, mid-way through an outing is discouraged. If this is unavoidable a central meeting point will be arranged.
- Smoking is not permitted by staff or parents attending (tobacco or e-cigarette) during the outing.

### **Use of transport providers.**

Transport by bus will allow one seat to one person (adult or child).

Seatbelts will be provided on hire buses and everyone will be expected to wear one.

We ensure that contracted drivers are from reputable companies, they do not have unsupervised access to the children and are not included in the ratios.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

### **Use of personal vehicles.**

Unless members of staff have vehicle insurance that allows them to use their personal vehicles at work, children in our care cannot be carried in personal staff vehicles. An exception for an emergency situation is allowed if no other avenue is possible.

**Links to other organisational policies and procedures.**

**Other policies and procedures relate to Employment and Staffing matters and should also be consulted, these include:**

- Camera and image
- ICT, mobile phone and social media.
- Staff Behaviour
- Risk assessment
- Missing child

**This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31<sup>st</sup> August 2023.**

**Date to be reviewed – Before end of August 2024.**

**Signed on behalf of the management committee**

**Name of signatory – Richard Allenby (Chairperson).**