

SOUTH DARLEY AND WINSTER PRE-SCHOOL OUTINGS POLICY

Minor Outings

Some outings take place directly around the Burton Institute and Winster Village.

These include trips to the church, shop, field, park, post box etc.

Generic risk assessments for regular visits are written and reviewed yearly or in the event of changes to the environment.

To ensure their safety staff follow strict procedures when out and about in the community with the children.

Written parental consent for these visits is obtained in writing on the registration form.

During visits to improve the safety small groups of children are allocated to named members of staff.

The session supervisor is aware at all times who is inside the hall and who is on the outing. Adult:child ratios are maintained inside the hall as well as on the outing and additional staff are deployed as necessary.

Registers are carried out before leaving the hall, and children and staff are counted out and back in.

Emergency contact numbers are taken out on visits along with a mobile phone.

A travel first aid kit, a bottle of water, tissues and any other supplies required are also taken out on visits.

Major Outings

A risk assessment visit of the 'outing' journey and destination will be made prior to the visit whenever possible, and the findings will be discussed by staff. A check is made to ensure that the outing is covered by the necessary insurance.

Parents will be provided with details of the proposed outing and written parental consent /permission will be obtained.

Additional staff and parents/carers will be deployed to maintain high adult:child ratios.

If staff use their own vehicles to transport children on the outing, the pre-school will keep a record of the vehicles used, noting insurance, MOT certificates and driving licences are all valid, and that their insurance includes business use.

If we hire a coach, we will use reputable local companies, and the children will use seat belts. Each person will be allocated their own seat.

The adult:child ratio will take into account the nature of the outing. Adults will be allocated specific children to reduce the risk of children straying and becoming lost. Adults and their children will be paired up and each group will have access to a working mobile phone.

A register will be carried out prior to leaving the hall, and children and adults counted at regular intervals.

Staff will carry emergency contact information for the children they have responsibility for, also first aid supplies, spare clothing and plastic bags as deemed necessary.

All staff will be made aware of procedures to be followed in the event of an emergency.

Insurance

Insurance will be re-assessed annually to ensure cover is appropriate. Copy of the insurance is available on request.

Reviewed on

Approved by _____ (Manager)

Approved by _____ (Committee)

Next Review due

I have read and understand this policy

Print name _____ Signature _____ Date _____

Print name _____ Signature _____ Date _____

Print name _____ Signature _____ Date _____

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