



Sherwood Pre-School  
Community. Learning. Progress.

## **OUTINGS POLICY**

### **Short Daily Outings**

Signed permission must be obtained from the parents/official carer.

A programme of activities including outings must be displayed, notified in the newsletter and/or advised through curriculum planning.

Helpers must carry identification in case of an accident

The group leader must have a mobile phone with them in case of emergencies. (Which can only be used for emergency contact)

Reins must be used if requested by parents.

First aid equipment will be taken; a first aid qualified person will be present on all outings.

Ratios will be current regulations.

### **Day Trips – Initial Consideration**

Venues must be suitable for children under 5

Venues must be a suitable distance allowing for the majority of the trip to be spent there and not walking or on public transport

A risk assessment must be carried out on possible venues to ensure that all health and safety requirements, specifically for children under 5, can be met.

A suitable number of helpers must be enlisted to ensure a 1 adult to 2 children ratio

Venues are booked and confirmed in writing.

### **Prior to the outing**

Parents must be informed of venue, costs, dates and times and that the usual pre-school session will not operate that day. We will endeavour to give at least four weeks' notice of an outing wherever possible.

Written permission must be obtained from the parent or official carer, signatures of nannies or child-minders will not be acceptable.

Children should be familiar with the member of staff or parent helper.

Children should be spoken to about the outing and the expectation upon them e.g. holding the helpers' hand when requested.

Details of children's special needs/requirements e.g. Diet, travel sickness must be given to the helper/member of staff in good time to ensure all needs are adequately catered for.

### **The Outing**

All helpers will be linked with a member of staff. This will ensure the policy on volunteers is maintained and meets the requirements of the Criminal Records bureau.

An agenda of the day will be given to all staff and volunteers.

Group name badges with mobile phone number will be worn by all children and helpers to enable ease of identification. However the name of the child must not be written on badges.

A registration procedure must be put in place ensuring that all children and helpers are listed and taken frequently.

The security department of the venue notified of method of identification and given a contact mobile telephone number of the manager of the day.

The leader is responsible for the following equipment to be taken on each coach, a first aid kit, spare clothes, baby wipes, and plastic bags.

### **If a child is lost during an outing the following procedures must be followed:**

The manager of the outing must be notified immediately

The security personnel of the venue/setting should be notified and a search undertaken.

The child's parent/helper and two other members of staff should be involved in the search, and therefore be on hand if the child is found in a distressed state.

Other children should be taken to a safe place and the register and a headcount taken.

If the child is not found immediately the police will be notified.

The group should operate a touch base policy where a designated member of staff will inform the parents/carers if they are not on site.

**Reviewed: May 2023**

