

# St Barnabas Pre-School Outings Policy

## Policy Statement

At St Barnabas Pre-school we recognise the benefits to children of being taken outside of the premises on local outings or walks, as these activities enhance their learning experiences. St Barnabas Pre-School ensure that there are procedures to keep children safe on outings and that all staff follow these procedures as laid out below.

## Policy Procedure

We ask parents to sign a general consent for their child to be taken out on local short outings as a part of the daily activities on registration. We always ask parents to sign specific consent forms before major outings.

## **Risk Assessment.**

Before any outing a risk assessment must take place, this does not need to be written, however any factors that affect the safety of the children going on the outing and remaining in pre-school must be carefully considered and managed.

St Barnabas Pre-School regularly assess the risks for local walks and local visits used for daily activities, these risk assessments are reviewed at least once per half term. For major outing a risk assessment will take place in the few days before the visit.

During the risk assessment the staff member will walk the route to the venue and visit the venue for the outing. The risk should be assessed and minimised for the following:

- **Route:** roads, traffic, rubbish
- **Destination:** suitability, entrance/exit points
- **Members of the public:** business of destination / on route
- **Toileting:** where could these be accessed, how can loan working be avoided

Any outing must be discussed and approved in advance by a member of the management team.

## **Preparation for outings.**

Directly before an outing the staff members going on the outing must ensure:

- **Written permission:** every child must have written consent to go on the outing
- **Medication:** will any child need medication during the outing, how will this be transported and stored safely? Medication forms to be taken.

Directly before an outing the staff members going on the outing must risk assess:

- **Children:** age, ratio, temperament, relationships and influence of the children on each other,
- **Staff:** relationships with children e.g. familiarity, experience
- **SEND and additional needs:** are practitioners in charge of care of the child best placed during the outing?

A minimum of two staff must accompany children on outings. A minimum of two staff must also remain behind at pre-school with the rest of the children.

Named children should be assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.

Before the outing the staff members going on the outing must feed back to the duty manager:

- The venue and route to be used.
- The names of the staff members assigned to each of the children.
- Expected time of return.

#### **Equipment to be taken on outing.**

- Contact list – ensure all staff and children going on outing are on list
- Copies of accident forms
- First aid kit
- Tissues
- Nappies/spare clothes/potty for children as appropriate
- A mobile phone
- Suitable clothing for weather and destination.
- Sun cream if appropriate
- Drinking water and food (depending on the duration of the trip).
- Medication and medication records (if appropriate)

Children and adults must all wear high visibility vests.

#### **Before the outing commences.**

Those adults and children who are going on the outing must be clearly marked on the signing in sheet.

The numbers of children and adults who are going on the outing and remaining in pre-school should be clearly written on the day board.

The contact number of the mobile being taken on the outing should be clearly written on the day board.

On return every child should be clearly marked as returned on the signing in sheet.

#### **Mobile phones on outings.**

When accompanying children on outings one practitioner's mobile phone should be taken with the group.

This mobile phone must be kept in the outings bag and the person who owns the mobile phone should not be in possession of the mobile phone during the outing.

The mobile phone should only be used in the event of an emergency, or if the staff remaining in the pre-school need to contact those on the outing.