

Policy 8.5

Fazeley Pre-school Outings & Visits Policy

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 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.

Before each risk assessments are carried out

Trips on foot

- Parents are invited to sign a 'blanket' statement on registration of their child allowing them to take part in short journeys around the local area.
- Registration is completed before the child leaves the premises.
- The correct staff/child ratios are maintained throughout the visit and the children are regularly checked by the senior member of staff to ensure all are present.
- A mobile phone is carried for emergency use only.
- A first aid kit and contact numbers are carried at all times during the visit.

Trips on transport

- Parents are informed about trips that involve travelling by transport in a letter outlining specific details including times, dates and a return permission slip. If the permission slip is not returned, the child in question is unable to attend the trip.
- A list containing children and staff names, numbers of children and staff and emergency contact numbers are taken on the trip and are carried by a senior member of staff at all times.
- A mobile phone, an emergency first aid kit and contact numbers are carried at all times.
- The senior member of staff ensures the contracted coach has the necessary safety measures in place for transportation of children i.e. seat belts.
- Care is taken to ensure those with cultural requirements, those with a disability or any other identified special needs are taken into account. No child is left unattended at any time during the outing and extra care is taken at times of risk, for example, walking alongside a busy road.
- Where the destination or journey is unfamiliar then a prior visit would be necessary by one of the senior staff to undertake a risk assessment for suitability.
- In the extremely unlikely event of a child becoming unattached from the party then the police would be immediately informed by the senior member of staff and parents notified.
- In the event of a serious medical emergency, the emergency services, then the parents and then the child's doctor are immediately contacted and a registered first aider administers aid whilst awaiting an ambulance.

This policy was adopted at a meeting of Fazeley Pre-school Committee on April 20th 2001 and reviewed on 9th November 2016
It will be reviewed again in November 2018 unless it is considered necessary beforehand because of changes in legislation etc.

Signed on behalf of Fazeley Pre-school Committee

Maria Haden

Chairperson