

WORLINGHAM PRE-SCHOOL

Visits and Outings Policy

Statement of intent

Our setting believes that visits and outings play an important and enriching role in the programme of activities that we provide for children.

Aim

During visits and outings, the safety of children remains paramount.

Methods

Planning visits and outings

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so to pre-empt any potential difficulties.

The Pre-School Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment section of the Health and Safety Policy. This will include consideration of the journey and any transportation involved. If a prior visit is not possible, the Manager will write to the venue requesting all relevant information and a risk assessment statement where available.

We will make every effort to consult parent/carers in the planning of a visit or outing, staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency.

Parental/Carer Consent

Before a proposed visit or outing, we will send a letter and a Visit/Outing consent form to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.

Parental/Carer consent is needed for all off-site visits and outings. This is kept in the pre-school records.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

During Visits and Outings

On visits or outings, the minimum staff to child ratio will be 1:4 for 2 year olds and 1:8 for 3-5 year olds. According to the nature of the activity and the risk assessment, it may be necessary to exceed these ratios.

- 1 Children will remain under close supervision at all times.
- 2 The Manager will ensure that a Full First Aid Kit is on hand, in compliance with the relevant provisions of the Health and Safety Policy.
- 3 A register will be taken at the beginning, and the end of the visit or outing. Additionally, staff will take regular head counts.
- 4 Pre-school's mobile phone is taken and switched on.
- 5 A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers will be taken on the visit.
- 6 A list of names of all adults and children on the visit, contact details for all the children, and any medical needs and dietary requirements will be taken on the visit.

This policy was adopted at a meeting of Worlingham Pre-school

Held on November 2019

Signed _____
On behalf of the Management Committee/Proprietor

Role of Signatory _____

Review Date November 2020