



*Little Acorns*

LITTLE ACORNS PRE-SCHOOL

## POLICIES

### OUTINGS AND VISITS

#### AIMS

The Pre-School will offer the children the opportunity to attend outings to enhance their knowledge and understanding of the world around them whilst ensuring that the health and safety of the children is paramount.

We believe that all children should have the opportunity to explore the world around them. We will provide these opportunities whilst ensuring a continuing high level of care and education for all children.

#### METHODS

- All parents will sign a consent form before any major outing
- The Manager and/or Health and Safety Officer will conduct a risk assessment before the outing.
- All staff attending the outing will have a briefing from the Manager before the outing.
- We will operate a 1:2 ratio for all children on each outing.
- Due to the high level of volunteer help during outings, staff will work in charge of a larger group of volunteers and children, ensuring safety and avoiding unsupervised access to children including trips to the toilet.
- The Manager will ensure that all contact details for parents of the children attending the outing will be present on the day, and parents and carers will make staff aware of who is collecting their child. A register will be kept of all children attending the outing.

- Health information for the children will be present in case of emergency. Any medication will be taken securely with the staff member in charge.
- A mobile phone will be available to staff, and the number provided to parents/carers for use in the event of an emergency or late pick-up and all carers will provide an alternative contact number if not available on the contact number held by the Pre-School.
- We make our equal opportunities policy widely known.
- The travel First Aid Kit will be available and at least 2 people trained in First Aid will attend the outing.
- In the event that a child becomes lost during the outing, the procedure for the event of a lost child will be put into practice.
- At least 2 staff will remain at the collection point until all children have been collected. In the event that a child is not collected, the procedure for a non-collected child will be put into practice.
- A record of all accidents/incidents will be kept and follow up meetings held to discuss any issues that may be relevant to further outings.

Signed.....

Updated: October 2013

Review date: October 2015

Reviewed: October 2015

Reviewed: October 2017

Review date: October 2019