

The Children's Workshop

Outings Policy

EYFS: 3.65, 3.66

Statement of Intent

The Children's Workshop believes that delivering the Early Years Foundation Stage curriculum is enhanced by making planned outings which provide unique experiences with regard to the Early Learning Goals. We feel that going out into our local environment within 1 mile enriches the children's learning.

Aim

To ensure all children can access a wealth of experience whilst remaining safe.

To explore our local environment and enhance learning

Parental Permission

Parents will be asked to give their permission for their child to go on outings and will be given a consent form to sign when their child starts at the Children's Workshop.

Parents will also be kept informed about any outings their child will be going on in advance and prior to them going.

Procedure

- We will only take the children out on local outings on foot and within 1 mile of our locality. Parents are notified of local outings via weekly updates.
- We will only take the children out on local outings on foot and within our locality if a signed consent form has been obtained.
- Outings will be arranged on varying days to allow all children to access the experiences.
- Adult/child ratios will be high, where possible 1:2 – because of this we actively encourage parents/carers/grandparents to accompany us. Any parent volunteers will not be solely responsible for child/children and are never to be left alone unsupervised.
- A full risk assessment is undertaken before any off-site visits. Children will never be put at risk. A manager is responsible for checking and reviewing the risk assessment and approving that an outing can go ahead.
- A first aid kit will be taken on every outing and a qualified first aider will always be within the group. Any specialist medication will also be carried along with details of the medical needs of the children.
- Emergency contact details for each child will be taken on the outing and a mobile phone will be issued for emergency use. A copy of the lost child procedure will also be included and all staff are to be confident of the correct procedures to take in the event of an emergency or lost child (see separate lost child on outings policy).

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- We will take a photo on ipad/phone of the children on the day of the outing prior to leaving the Children's Workshop.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the manager prior to the outing.
- All staff and children will be easily recognisable by other members of the group; they will wear the Children's Workshop pink high visibility vests/jacket.
- Children will be easily identified by staff when on a trip by use of a sticker system. The pre-school name, number and mobile number will be displayed.
- Staff will carry an 'outings bag' which will hold all important information.
- Staff will also carry wipes, nappies and spare clothes and water.
- All outings must meet the individual needs of the children including children with additional needs and must be fully inclusive
- All outings will be reviewed after the event. Managers and staff will review the safety arrangements and look for any learning points that could be applied to future event.
- Any accidents or incidents will be reported, investigated and OFSTED will be informed as required.
- In the event of an accident, staff will assess the situation. If required, the group will return to pre-school immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the pre-school.

Risk assessment/outings plan

The full risk assessment and outing plan will be displayed for parents to see. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, rucksack.
- Staff contact numbers
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

This policy was adopted on	Signed on behalf of the nursery	Date for review
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The Children's Workshop

<i>February 2019</i>	SA	<i>February 2020</i>
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