

Outings Policy

(EYFS 3.65, 3.66)

To enhance the curriculum for the children, we try and organise trips out. Sometimes this may be walking to the local shops to purchase snack, walking to the local park or library. Parents sign to give their permission on the registration form. We ask for parents to join us to ensure we have adequate staffing levels to ensure the safety of the children.

Risk assessment

The Manager will visit the venue before the outing and carry out a risk assessment. Any necessary steps to remove, minimise and manage risks and hazards will be noted on a written risk assessment.

We will ensure that any vehicles in which the children are being transported and the driver of those vehicles are adequately insured for the purpose of the trip.

Emergency procedures and information to be taken

Emergency contact numbers, preschool mobile phone, First Aid Kit, spare clothes and tissues will be taken on the trip together with a register of the children and staff.

If children on medication are going on outings, the key person will accompany the child or another member of staff who is fully informed about the child's needs and/or medication. Any medication for a child is taken in their individual named, sealed plastic box together with their medication consent form to record when the medication has been given.

If a child on medication has to be taken to hospital, the child's medication is taken in their individual named, sealed plastic box together with their medication consent form.

Walking bus between settings

Children will walk with an adult between the two settings. There will always be a ratio of 1 adult to every two children. We may ask for parents/volunteers to join us to ensure we have adequate staffing levels to ensure the safety of the children.

Reviewed December 2016