

16. Outings Procedure Policy

Statement of intent:

In order to give the children a wide variety of experiences we offer the following opportunities for local outings and activities outside of the main pre-school building and outside play areas:-

- Walks and activities in the surrounding fields and local village
- Visits to Walton Primary School
- Summer Trip/Family Coach Outing
- Local visits

Aim:

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to explore, learn and experience opportunities in their local environment safely. We would aim to make the outings accessible to all children and would access any additional help if we had a child or parent with any particular difficulties e.g. mobility, sensory etc in order for them to take part fully in the activity.

Methods:

When children first join parents/carers are asked to complete and sign a consent form giving the pre-school staff written permission to take the children to the local park, multi-games area, fields, walks around the local village and garden area.

Staff/children/parents/carers/visitors/volunteers are made aware of health and safety issues in the following ways:-

- Pre-school's policy and procedures handbook
- Health and safety procedures for the setting
- Access to risk assessment sheets/details
- Verbally by staff members
- Staff access risk assessment sheets daily
- Staff discuss with the children about safety in their play environment and
- Encourage them to look for the dangers and use equipment safely

Summer Trip/Family Coach Outing:

Information would be given to parents/carers on destination and travel. A register of those attending would be drawn up. The pre-school would organise coach travel with a reputable coach company which has coaches fitted with seat belts. Once at the destination families would be free to enjoy the venue for themselves. Children requiring staff supervision would be on a one to one basis only with written parental permission acquired beforehand. Parents would be advised to supply spare clothing, coat, hat, sunscreen, packed lunch and small rucksack. The manager or deputy manager would be responsible for holding and administering any prescribed medication after completion of relevant medical consent forms signed by parents. This would be administered with another member of staff present.

Parents/Carers are advised of the following:

- To bring appropriate seating for their child which they are responsible to fit
- Ensure children/parents/carers seatbelt is secured
- Ensure children/parents/carers remain seated at all times whilst travelling
- Contact a member of staff on the coach if assistance is required on journey
- Mobile telephone number of staff present if assistance is required whilst visiting
- Supervise children whilst exploring as with all outings there is always an element of risk
- Copy of risk assessment where appropriate
- Advised of meeting points and return times

The manager will be responsible for checking and recording the register of families in attendance before leaving pre-school and when families arrive back at the coach to return home.

Local Visits by Car:

Parents and staff would be given a copy of the risk assessment beforehand. Parents/carers are advised that these visits cannot take place unless they can help with the supervision of their child and transport. Parents will sign a consent form acknowledging responsibility for their child whilst travelling, visiting and any medication their child may need. Children requiring staff supervision would be on a one to one basis only with written parental permission acquired beforehand. All parents/carers/staff who volunteer to help with transport will need to supply the following documentation to the manager in advance, which is recorded:

- MOT Certificate
- Driving License
- Insurance Document (also checking with their insurance company to say what they will be using their vehicle for)
- Tax Disc

Parents who will be sharing a lift are advised to supply appropriate seating and fit it themselves as it is not the responsibility of the staff or driver.

The following items/records will be taken on outings:

- First Aid Box
- Small Bowl
- Spare Clothing
- Bags
- Tissues/Wet Wipes
- Mobile Telephone
- Register
- Emergency Contact Details For Families/Staff
- Medication (for children under supervision of staff only)

Visits to Local Park:

The local park is within safe short walking distance, away from busy roads. We ensure staff ratio to children is covered. The children/staff/volunteers will wear florescent safety waistcoats. Younger children or children with additional needs will be supervised by a member of staff. The park area is checked before use and check list carried out and recorded in writing removing any hazards to health and safety. The gate is secured. If a child requires the toilet a member of staff will escort them to the pre-school. During that time the children are advised not to use the slide until staff return. Regular headcounts would be taken. Children are advised to keep away from hedges where there are brambles.

Local Walks:

Route is planned beforehand and discussed with staff. This will usually be around the village and will not include crossing the main road. We ensure the staff to children ratio is covered at all times. The names of staff and children departing the hall will be recorded and amended appropriately. Staff/children/volunteers will wear florescent jackets. Younger children or children with additional needs will be supervised by a member of staff. First aid and any medication is taken on the walk. A mobile phone is taken for emergency calls and contact. Staff to talk to the children and encourage them to think about possible dangers on the walk and how to stay safe.

Multi-Games Area:

Multi-games area is checked before use and a check list carried out and recorded in writing removing any hazards to health and safety. Space used effectively and safely with safe distances between activities. All areas adequately supervised at all times. Gates are secured. First aid box and any child's medication is kept in the trolley outside the gate for easy access.

Garden:

Garden area is checked before use and a check list carried out and recorded in writing removing any hazards to health and safety. Free flow gate and hall doors are secured. Space used effectively and safely with safe distances between activities. All areas adequately supervised ensuring water play and the planting area has an adult present at all times. First aid box is stored safely outside. Walkie talkies are used to communicate with staff inside and out to ensure ratios and safety are maintained.

Field:

Selected area is checked before use and check list carried out and recorded in writing removing any hazards to health and safety. Space used effectively and safely, with safe distances between activities and adequately supervised at all times. Children advised to keep away from hedges where there are prickles and a deep ditch. Staff to supervise younger children or children with additional needs whilst walking to the field and during their visit. First aid box and any child's medication are kept in the trolley outside the village hall.

The following items/records will be taken on visits to the park, garden, multi-games area, local walks and adjoining fields:

- First aid Box
- Spare Clothing/Hats
- Bags
- Tissues/Wet Wipes
- Mobile Telephone
- Emergency Contact Details

- Medication/Details
- Ropes/Bungees to Secure Gates
- Water/Cups during hot weather

Links to other policies, procedures, legislation and forms:-

- Consent Form for Outside Activities
- Risk Assessment for location
- Attendance Register
- Policy 23. Sickness and Medication
- Emergency Contact Form
- Car User Form

This policy was reviewed and adopted at a meeting of Walton Under Fives Pre-School held in November 2017

Signed (Pre School Leader) Date

Signed (Committee Chair) Date