



LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

OUTINGS POLICY

POLICY STATEMENT

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

PROCEDURES:

- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to four children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Outings are recorded in the register:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings, medication, supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water if necessary. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.