

Streatley Hill Pre-School

OUTINGS and VISITS POLICY

Policy Statement

Children benefit from being taken out of the setting to go on visits or trips 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 procedure below.

Procedures

- Parents are asked to sign general consent forms which cover very local outings, (such as the School, the school field, our woods) when their child starts Pre-School.
- Parents are asked to sign specific consent forms before outings which go further afield or involve transport.
- A risk assessment is carried out before an outing takes place.
- All risk assessments are made available for parents to see. (Our Outings and Visitors Folder)
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to an individual staff member to ensure each child is closely supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. (as appropriate)
- Staff take a list of children with them with contact numbers of parents / carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- Outings are recorded in the outings and visitors record book, kept in the setting.
- The Chair of the Pre-School committee will be informed of the time and place of any outing and will have the mobile phone numbers of staff so that she may contact them if necessary while they are away from the building.

This Policy was adopted at a meeting of Streatley Hill Pre-School

Held on (date) 28th March 2011

Signed on behalf of the pre-school