## Outings and visits

**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 at Alphabets ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

**Procedures**

* All off site activity has a clearly identified educational purpose with specific learning and development outcomes
* There is a designated lead for each excursion who is clear about their responsibility as designated lead.
* Parents sign a general consent on registration for their children to be taken out to Botley Recreation Ground as a part of the daily activities of the setting.
* We assess the risks for Botley Recreation ground, this is reviewed regularly.
* Parents are asked to sign consent forms for outings further than the recreation ground and the risks are assessed before the outing takes place.
* Our manager and all staff taking part in the outing sign off every risk assessment.
* Children with allergies or other specific needs have a separate risk assessment completed e.g. child with allergies visiting a supermarket.
* An excursion will not go ahead if concerns are raised about its viability at any point.
* Any written outing 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 the type of venue, as well as how it is to be reached. Our one exception to this is outings to Botley recreation Grounds. Our ratio for these outings is one staff member to four children. All parents are asked to sign consent for this when their child starts at Alphabets.
* A minimum of three staff accompany children on outings. Unless the whole setting is on an outing, a minimum of three staff remain behind with the rest of the children.
* Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
* Staff frequently count their designated children and ensure hands are held when on the street and when crossing the road.
* Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
* Outings are recorded in an outings record book kept in the setting, stating:
* The date and time of the outing.
* The venue and mode of transport used.
* The names of the staff members assigned to each of the children.
* The time of return.
* The senior staff member takes their mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit and water. 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
* We take a list of children with us with contact numbers of parents/carers, as well as a note book to record any significant incidents and accidents.

This policy was adopted at a meeting of Alphabets Pre-school management committee

Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair of committee)