

Outings/Visits Procedures

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Introduction

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

Legal background

The 'Statutory Framework for the Early Years Foundation Stage' states that:

"Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge."

Procedures

- Parents/carers can sign a general consent on admission for their children to be taken out of the setting as part of the daily activities. Any child who does not have this general consent in place **will not** be taken on any outing/visit without prior parental consent.
- Parents are always asked to sign specific consent forms before major outings, such as day-trips. Any child who does not have this specific consent in place **will not** be taken on such outings/visits.
- A risk assessment is carried out by a suitable member of staff for each venue and these are reviewed prior to any upcoming outing/trip.
- All risk assessments are filed and contain a record of:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Expected time of return.
- All venue risk assessments are approved by the Head of Centre and made available for parents/carers on request.
- All standard adult/child ratios are adhered to and will usually be exceeded, according to circumstance. This depends on the children's age, sensibility and type of venue, as well as how it is to be reached.
- Parents/carers are encouraged to accompany their own children where possible but such volunteers should not be asked to take responsibility for any child other than their own.
- Named children are assigned to individual staff to ensure each child is specifically supervised, which should ensure no child goes astray and prevent unauthorised access to children.
- The amount of equipment taken will vary and be consistent with the venue, number of children and length of outing/visit. A mobile phone will be taken for communication purposes **only** and is not to be used to take photos/video of children. Staff may also take supplies of tissues, wipes, underwear etc, as well as a first aid kit, snacks and water.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of any 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.