|  |  |
| --- | --- |
| Name of Policy: | **Outings policy** |
| Name of Setting: | **Busy Bees Pre-School**  |
| Overall Aim of 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 and the committee 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. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | * Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting
* This general consent details the venues used for daily activities.
* There is a risk assessment for each venue carried out, which is reviewed regularly and parents are informed of this.
* Parents are always asked to sign specific consent forms before major outings.
* A risk assessment is carried out before an outing takes place and parents will receive a copy of this.
* 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 individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
* Outings are recorded in an outings record book kept in the setting stating:
* 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, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, snacks 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.
* 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.
* When we have outdoor play in the grounds of Pannal School we adhere to the same child: adult ratio which we adhere to within the setting.
* A risk assessment is carried out for all outdoor play within the pre-school.

**Other useful Pre-school Learning Alliance publications:*** Register and Outings Record (2006)
* Risk Management in Early Years Settings (2007)
 |
| Useful websites | www.ofsted.gov.uk |
| References to other relevant policies: | Risk assessment policy, safeguarding and child protection policy.  |
| Policy Monitoring and Evaluation Information: | Staff and Committee  |
| Signature | R Lily |
| Review Date and next review due date: Reviewed Jan 15, next review Jan 2016 |