

Outings, Visits and Events Policy and Procedure

Our Pre-school believes that visits and outings/events play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount. The Pre-school aims to provide outings and events in a safe, well planned and organised manner, which provides opportunities for children to learn through play and first-hand experience.

Procedure

- The Pre-school will consult with children, parents/carers and staff before planning an event or outing. Parental consent is needed for all off-site visits and outings. Written permissions are stored in the Pre-school's records. Parents/carers have the absolute right to withhold consent for a proposed visit or outing. A child who does not have a signed consent form will not be allowed to participate.
- The children's age, ability and stage of development will be considered when organising an event.
- Health and safety, including staff ratios will be maintained during the event.
- Detailed information about the event will be distributed to all parents/carers.
- The Pre-school will ensure that the staff involved have the appropriate experience to organise the event.

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The leader will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved.


If a prior visit is not possible, the manager will write to the venue requesting all relevant information and a risk assessment statement where available. The Pre-school will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

During visits and outings

- Children will remain under close supervision at all times.
- When children are on outings, there will always be at least one member of staff who has a current paediatric first aid certificate.

- The manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Accident, Illness and Emergency policy. Any prescribed medication that children are taking will also be taken along on the trip.
- Two designated members of staff will keep mobile phones with them at all times, leader/deputy leader will ensure that phones are fully charged before outing. A contact number will be posted on famly/left at the Pre-school in case of an emergency.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff. Registers and children’s contact details are taken by the leader on the trip.
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with the member of staff left on duty at the Pre-school’s premises (if staff numbers allow for such a provision).
- Where short trips by foot are undertaken in the local area, for example to the park, post-box or beach, these trips are covered by the original permission form signed by parents on the child’s registration forms.

Signed .....Chairperson