



Outings Policy

Outings provide children with a range of learning opportunities that are impossible to offer within the confines of a setting. Outings may represent part of our everyday programme or they may be a special event.

All children will be given opportunities to go on outings.

Prior to an outing being organised, the proposed venue should be visited to ascertain the suitability and safety of the destination. A written risk assessment will be undertaken prior to each outing. Measures will be put in place to minimise any identified risk.

Staff members will check and read the allergy lists, policies and risk assessment prior to the trip. Staff should ensure that any snacks taken on the trip are suitable for the whole group, e.g. doesn't contain nuts or milk etc. During the outing staff will be vigilant during lunch times and sit with the children.

Information will be provided to all parents / guardians regarding the outing. This will include date, times, travel arrangements, preferred dress, whether food is required, the activities that children may engage in, number of adults in attendance and cost.

Children should have a chance to learn about the outing beforehand and discuss it afterwards. The visit may fit in with curriculum planning or it could be in response to something initiated by the children.

Parents/carers or helpers will be invited to accompany children on the outing if necessary. They will be provided with clear instructions on their role during the day and given time to read the risk assessment and sign prior to the trip.

Mid Annandale Playcare will seek written permission from parents/carers to take their children on an outing. Parents/carers will be issued with a consent form giving details of emergency contact numbers, medical information and if necessary ensure that travel sickness pills are administered before outing. Written consent will be obtained prior to a child going on an outing. Parents/carers can speak to the manager, deputy or another member of staff if they have any queries or concerns about an outing and /or about giving their consent.

Where vehicles are being used, checks will be made to ensure the road worthiness of the vehicle and that adequate insurance cover is held. Child restraints (seatbelts/car seats) will be checked to ensure that they are sufficient and appropriate to the age and weight of the children. The Practitioners have overall responsibility for the Health & Safety of all children. It is the responsibility of the staff on the bus and not the driver to ensure that seatbelts are worn at all times. Children will not be taken on outings in staff cars.

Children on outings will be clearly identified by wearing a M.A.P polo shirt. During the outing there will be frequent head counts to ensure that everyone is accounted for. Each group leader will have a list of the children they are responsible for and any relevant medical details. Practitioners will report via mobile back to facility at intervals appropriate to the duration of the journey i.e. lunchtime and before leaving for return journey. If late return is expected due to roadworks, extra stops, a staff member will inform staff at Mid Annandale Playcare so parents can be informed. Journey times will be calculated according to venue and should be adjusted to suit collection times of the children.

It is recommended that the adult: child ratio on the majority of outings should be the number of children appropriate to the specific needs of the child, particularly whilst near traffic. The risk assessment should include an assessment of the ratios required on each outing.

On an outing the person in charge will carry the following items with them:

- First Aid Kit
- Any medication including inhalers, epipens etc.

- Register
- A generous supply of sick bags, tissues, wipes and sun cream if required
- Mobile Phone
- Camera
- Supply of water / juice if required depending on weather or length of outing
- A variety of hand held games to occupy children during journey.

Consent forms and a complete list of everyone attending the outing including adult supervisors and destination details will be left on the premises.

Missing Child

Please read the Missing Child Procedure for information.

Review completed (date) _____

Signed _____ Designation _____

Review completed (date) _____

Signed _____ Designation _____