



Spinney Pre-School Outings and short trip Policy

Planning and preparation

- We have agreed procedures for the safe conduct of outings. Parents/Carers have previously signed a Travel Policy which can be found at the front of the child's file.
- Parents always sign consent forms before any outings.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- The location will be chosen to fit the theme and where staff feel children's overall development will be promoted.
- Where possible the staff will visit the location prior to the visit. The locations parking and the children's toilet arrangements will be accessed.
- Staff will discuss the trip with the children prior to the visit to discuss safety, responsibility and caring for others.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- On return, children are supervised and only released when their Parent/Carer makes themselves known to the staff
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack and children's medication along with their Individual Health Care Plan. 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.
- Sun cream is applied as needed and children are clothed appropriately
- Children wear 'high viz' vests if applicable
- There will also be numerous headcounts throughout the visit is ongoing. A list of all children, helpers and emergency telephone numbers (for staff and children) will be taken on the trip, which is by the Supervisor and her Deputy

Risk Assessment

- A risk assessment is carried out before an outing takes place.
- Where possible the staff will visit the location prior to the visit. The locations parking and the children's toilet arrangements will be accessed.
- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, a risk assessment is achieved by calling the venue and asking for their risk assessment.
- The safety of the area will be monitored to assess any dangers such as poisonous plants, ponds or other visual risks. Risks that may occur on the journey will also be assessed.
- Risk assessments completed/updated and shared with every staff, student/volunteer accompanying the children.
- Children with specific needs have a separate risk assessment if necessary
- Outings are recorded in our Risk Assessment File stating:
 - the date and item of outing
 - the venue
 - names of staff and adults assigned to named children
 - names of all adults present

Transport

- If coach hire is required for an outing, only reputable companies are used.
- The Supervisor ensures that seat belts are provided on the coach.
- The maximum seating capacity of the coach or minibus is not exceeded.

Zoo visits (Whole Group Visit)

Staff are aware of the risks posed by infections such as E.coli being contracted from animals. Staff are vigilant of the natural dangers presented by a Zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of E.coli or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after visiting certain areas of the Zoo.
- Nothing is consumed whilst going round the Zoo. Food is eaten away from animals, after thoroughly washing hands.
- If animal droppings are touched, hands are washed and dried immediately
- The Supervisor is the last to leave the venue, or transport being used.
- The Supervisor conducts a 'safety sweep' before during and after the outing.

Further guidance

Daily Register and Outings Record (Early Years Alliance 2021)

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

Not on my Watch! (Early Years Alliance 2018)

This policy was adopted at a meeting of the pre-school held on (date) _____

Signed on behalf of the Pre-School _____