



# Spinney Pre-School Travel Policy

## **For adults accompanying children on outings as a whole group ONLY.**

*Thank You for volunteering...*

We have a duty of care to the children, which involves safeguarding them in and out of the setting. As a result, we must ask that ALL adults who accompany us on outings agree to the following stipulations;

- Defer to the staff on duty. They are in charge, and will already have completed a risk assessment for the trip and organised suitable routes and activities.
- A Parent/Carer may, if they wish, take their OWN CHILD to the toilet. All other children will be accompanied by a member of staff, regardless of their relationship to accompanying adults.
- Adults must dress and behave appropriately.
- There must be no smoking including E-Cigarettes around the children. No alcohol is to be consumed whatsoever during a trip.
- If more than one coach is used, staff will allocate seats in advance. In the interests of safety, everyone must travel to and from the venue on their designated coach unless otherwise agreed.
- The wearing of seatbelts is compulsory and no-one is allowed to wander around on the coach.
- Mobile phones must be put away safely for the duration of the trip. There must be no phone calls made, texts sent, or photographs taken during the outing. You may only use your phone in an emergency after speaking to a member of staff.
- Staff will carry the Pre-School Phone, as required by our Health & Safety Policy.
- Staff/designated adult(s) will take photographs during the outing.
- No hot drinks to be drunk around children. Unless specified by a staff member.

*Please note that there are strict rules about photographing other people`s children, hence our policy.*

- Cameras are not allowed.
- **DO NOT** text other Parent/Carers during an outing regarding other children even if you have been requested.
- It is important that all children have the same experiences and opportunities on our outings.
- **DO NOT** text other Parent/Carers who are helping on the outing to request information about your child/other children/how the trip is going.

You must not provide extra treats or souvenirs for your own child. It is unfair to the children who don't have their parent/carer with them. We suggest that you explain this to your child prior to the outing.

We really value your support and look forward to a great day out.

**This Policy was adopted at a meeting of the Pre-School held on (date) \_\_\_\_\_**

**Signed on behalf of the Pre-School \_\_\_\_\_**