

OUTINGS AND VISITS POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Children Policy
- Risk Assessment Policy
- Health and Safety Policy

Policy statement

Staff in our pre-school ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

Parents sign a general consent on registration for their children to be taken out as a part of the daily activities for our pre-school.

If we are arranging an outing outside our immediate vicinity, the parents are informed and invited to attend.

- A risk assessment for the venue is carried out before the outings takes place, which is made available for the parents to read.
- Parents are always asked to sign specific consent forms before major outings.
- 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 folder kept in the setting stating:
 1. The date and time of outing.
 2. The venue and mode of transport.
 3. Names of staff assigned to named children.
 4. Time of return.

- Staff to take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack 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 to take a list of children with them with contact numbers of parents/carers.

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson, Room 1 Manager, and Mrs Sara Ward, Room 2 Manager on 26th November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson
Room 1 Manager

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And

Mrs Sara Ward
Room 2 Manager

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