



## LONG WITTENHAM PRE-SCHOOL

### OUTINGS PROCEDURE

*Reviewed February 2016*

#### **General Outings Procedure**

As part of our curriculum and in accordance with our Policy on Outings, children are taken out for local walks and visits off of the premises (“**Outings**”). Staff will also comply with the following Procedures:

1. When taking a child on an Outing, Long Wittenham Pre-School will:
  - (a) advise parents of any equipment needed for the trip i.e. coats, rucksack, packed lunch etc;
  - (b) ensure that at least two members of staff are present and each adult will assume responsibility for the same children throughout the trip and where possible children will be looked after by their Key Worker;
  - (c) provide parents with details of a designated person in charge, normally a senior member of staff and a designated First Aider;
  - (d) in case a child goes missing the Missing Child Policy will be followed, a copy of which will be taken by the Designated Person on each Outing
  - (e) carry out a risk assessment of the destination in advance of the Outing. Should the Outing be to a destination that is frequently visited staff will complete a risk assessment once a year but be mindful of any safety concerns on every visit and update the risk assessment as appropriate.
  
2. Staff members will:
  - (a) take a list of children (or register) with them;
  - (b) take a copy of the Missing Child Policy with them;
  - (c) take a first aid kit;
  - (d) take a mobile phone and contact numbers for staff and children the number of which has been made available to all parents of children attending the Outing;
  - (e) take anything else that is deemed necessary for the comfort of the trip and to ensure the safety of the children;
  - (f) ensure that children wear fluorescent vests if appropriate;



- (g) take a register of children attending the trip before setting off, on arrival, half way through the trip, before departure and again on arrival back at Pre-School or otherwise as appropriate;
- (h) take head counts as deemed necessary throughout the trip;
- (i) make provision for children with learning difficulties and/or disabilities, and those speaking English as an additional language ensuring that their individual needs and safety are properly met whilst on the Outing;
- (j) ensure any incident or accident that occurs on the Outing is recorded in writing;
- (k) inform Ofsted and/or local Health Protection Authority of any serious incidents or accidents in accordance with the Pre-School's Policy; and
- (l) follow the Pre-School's Policies and maintain the high standards of care and professionalism, whilst on Outings.

### **3. Use of Vehicles for Outings**

When planning an Outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance will be checked by the Pre-School supervisor.

If a vehicle is used for an Outing the following procedure will be followed:

- (a) written consent will be obtained from all parents/carers;
- (b) vehicles will be checked to ensure that they are fitted with seat belts, child seat, booster seats and airbags are used correctly;
- (c) maximum seating will not be exceeded;
- (d) all children will be accompanied by staff members;
- (e) no child will be left in a vehicle unattended; and
- (f) care will be taken when getting in or out of a vehicle. Where possible, the vehicles should be parked away from busy roads and children should enter and exit on the pavement side.