



Harden Pre-School & Memorial Hall *Springfield Breakfast & Afterschool Club*



Visits And Outings Policy

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff at Harden Pre-School & Springfield Breakfast & After School Club ensure that there are procedures in place 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 of the setting. This general consent details the venues used for daily activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before major outings takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is higher, for visits and outings depending on the location, the age of the children, and type of venue as well as how it is to be reached.
- Individual staff are assigned a group of named children 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 on a Trips and Outings form, alongside the risk assessment and a copy is left in the office with a member of staff. Information includes:
 - The date and time of outing.
 - Names of staff assigned to named children.

- The venue and mode of transport.
- Time of return.
- On Visits and Outings Staff will take the rucksack with a mobile phone, a copy of the Trips and Outings Register, a parent contact numbers list, tissues, wipes, pants etc
- A Travel First Aid Box must be taken on all outings along with any special medication or equipment required.
- At least one member of the team should hold a Paediatric First Aid Certificate
- The amount of equipment will vary and be consistent with the venue and the number of children attending as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover if applicable.

This policy was adopted on	Signed on behalf of the setting	Date for review
<i>21st November 2023</i>	<i>Karen Clarke – Manager Michelle Wood – Deputy Manager</i>	<i>20th November 2024</i>