

VISITS AND OUTINGS PROCEDURE

LITTLE WILLOWS PRE-SCHOOL

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Our pre-school believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed outing, according to the provision set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Manager will write to the venue requesting all relevant information and a risk assessment statement where available.

Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution. Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Parental Consent

Within a reasonable period of time before a proposed visit or outing, the pre-school will send a letter to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.

Parental consent is needed for all off-site visits and outings. The Manager will take the signed Consent to Emergency Medical Treatment forms on the trip.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

During Visits and Outings

On visits or outings, the staff to child ratio will be 1:8, subject to the nature of the activity and the risk assessment.

Children will remain under close supervision at all times.

The Manager will ensure that a full First Aid kit is on hand.

Two designated members of staff will keep mobile phones with them at all times. One of these mobile phones will be the Pre-School mobile phone. These numbers will also be left at the pre-school in case of an emergency.

A register will be taken at the beginning and at the end of the visit or outing. Additionally, regular head counts will be taken by staff.

A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with the member of staff left on duty at the pre-school's premises (if staff numbers allow for such a provision).