



Outings

In line with the EYFS & Early Years Outcomes we take children on outings within the local community to enrich their learning and development. The welfare and safety of the children in our care is always our priority and all staff adhere to the following procedures.

Local Walks and Outings

- Permission from parents for their child to go on local walks and outings is given on our Registration form.
- All outings are risk assessed before children are taken out and an assessment of the required adult:child ratios is made. If the children are to be taken on a regular outing that has been previously risk assessed, the staff member leading the outing will review the risk assessment before the outing and check previous outing forms for any relevant information.
- An outing form is completed for every outing and taken on the outing by staff. A post-it record of those children and adults going on the outing is made and kept in the register whilst they are out of the setting.
- Staff take the outings bag with them containing all necessary equipment
- If the whole cohort is going on a local walk or outing, then all contact information and relevant medical details are also taken.
- Children will always be accompanied by authorised, DBS checked staff. The children are constantly supervised by authorised staff on outings and if volunteers accompany children on an outing they are never left alone with children.
- All staff are trained in Paediatric First Aid and so children on a local walk or outing are always accompanied by a trained first aider.
- All children wear high visibility jackets while on a local outing.
- If there is an incident whilst on a local walk or outing, the member of staff leading the outing will immediately call Pre-School for assistance.
- Upon returning from an outing, any relevant information for future outings is entered on the form and the form is filed.

Day Trip to Sundown

Every year, Pre-School takes all those children who are leaving to go to school on a day trip to Sundown.

- A risk assessment has been carried out in advance of the trip to Sundown by the Manager.
- Parents are given detailed information about the planned trip and asked to give their specific permission for the trip on a form. They are also asked to confirm their contact details for the day.
- All children are allocated named staff and parents are advised who will be responsible for their child. Parents are asked to hand their child over to their named member of staff allowing the exchange of any relevant information on the day.
- Children and staff wear Bottesford Pre-School stickers for clear identification.
- Before children play in one of Sundown's areas, the exits for that particular area are covered by staff.
- If a child goes missing on the day, the manager will immediately send a member of staff to cover the one main entrance/exit at Sundown and Sundown staff will be informed. Some staff will be deployed to start searching for the child whilst others care for the remaining children.
- If there is an accident, staff will follow Pre-School's Accident procedure and an accident form will be completed and given to parents to be signed.
- In the event of a serious accident, Sundown staff will be called for assistance. Parents will be contacted and advised of the situation. If a child needs to go to hospital/local doctor before their parents arrive, staff will accompany the child as per Pre-School's Accident procedure.