

## **Outings Policy**

Outings can be beneficial to enhance children's understanding and enjoyment of the curriculum, and to involve them in the wider local community. Safety, practicality and financial implications are always taken into account and the children's families are normally encouraged to join their children on these outings. Outings involving Dilton Marsh Pre-School children and staff are normally undertaken after a risk assessment has been completed. Outings will always require a written risk assessment.

Parents are notified of outings in good time and give written permission for their child to go on the outing. Parents are welcome to discuss any concerns they may have about an outing with the Pre-school staff, children do not have to attend outings if parents prefer them not to. Proper Control must be exercised appropriate to the environment, nature of visit and children involved.

1. Play Leader to ensure that a Risk Assessment has been completed prior to the outing.
2. All parents/carers to be given consent form for each outing. Children will not be allowed on the outing if a consent form has not been completed and returned to Pre-School.
3. Parents to be made aware that there will be no Pre-School at Dilton Marsh Pre-School on days where an outing is planned.
4. Play Leader to ensure that the correct adult/child ratio is maintained at all times. Parents asked to accompany children if at all possible- children placed on list on first come first serve basis to calculate ratios.
5. Play Leader to ensure that Child Registration information including parent contact and emergency contacts, are taken.
6. Play Leader to ensure that a staff mobile phone is charged, has credit and is taken on the outing.
7. Play Leader to ensure that First Aid Kit is taken.
8. When going by car, parents need to sign a consent form and a declaration: to make sure that their insurance has been contacted and that they are fully covered in the event of an accident.
9. Manager/Owner/ Play leader to view all MOT and insurance certificates of named drivers for the outings. Declaration forms to be signed to state that named drivers have adequate insurance cover.
10. Staff will be travelling in separate vehicles so that all children will be travelling with a member of staff.
11. It is parents responsibility to provide a car seat for their child which adheres to British Law.

### **Road Safety Policy as part of Outings Policy**

1. In line with 'Every Child Matters', the safety of our children should always come first. Our most important priority is to prevent the death or injury of a child while in our care.
2. If out and about with the children on **foot**, we will always prioritise walking safely.

3. If planning to transport the children by **vehicle**, we will always prioritise safety concerns, please see outings file for risk assessments.

*This policy was adopted at a meeting of the pre-school held on (date).....*

*Signed on behalf of the pre-school.....*