

Outings Policy and procedure

At Daisy and Rainbow Childcare we value the opportunities that our local community environment presents to a child's education and enjoyment. We seek to access our local environment whenever possible ensuring safety at all times. The decision to leave the main grounds will always be supported by an appropriate risk assessment made by a senior member of the leadership team. Risk assessments to explore the immediate grounds of the school / Mansion site are viewed dynamically.

In all instances...

- Staff will be sensitive to children's religion/beliefs in selecting places to visit.
- Children will be carefully supervised always.
- Any personnel / parents / volunteers who do not have a current DBS check will be supervised and supported at all times by a member of our staff team.
- A first Aid kit will be taken.
- A full list of children's medical needs, medication and emergency contact details will be taken.
- At least two mobile phones will be taken.
- Any team members left at the setting will have the contact phone numbers and access to the names of children who have left the site.
- An experienced and qualified senior member of staff will always accompany the children and staff and be nominated as being 'in charge'.
- At least one of the staff will hold a current First Aid certificate.
- If there is an opportunity to pet animals, strict rules of safety and hygiene will be enforced.
- If visiting a farm or other venue where animals are present advance checking of a child's profile form will be undertaken so that any allergies are noted, and due action taken.

Local Visits and Walks in Totnes

- All parent/carers are asked to give their consent to local trips and outings on the registration form.
- For visits on foot, the minimum staff ratio will be 1:4 for children aged 3-5 years, 1:3 for 2-3-year olds and 1:2 for 0-2 year olds. Note that wrist straps/harnesses may be used per the risk assessment.
- In most instances staff members will wear a High Vis jacket and the children will wear one when required.
- A minimum of two staff will be present.
- Children will return before the usual collection time.
- The Outings Form to be completed for all trips outside the immediate premises.

Outings Further Afield

- Separate consent forms must be gained for each trip, from each parent, clearly demonstrating that they have full knowledge of the destination, times, method of transport.
- If used, coach seats must have a three-point seat belt and children must remain secured for the whole journey.
- Children boarding and leaving the bus/coach etc. must be accompanied by an adult at all times.
- Staff must ensure that the driver is not distracted by the children. This is of importance when using a minibus when noise levels will impact.
- Public transport may be used provided a full risk assessment has been carried out.
- If the visit involves very young children, the coordinator must consider the implication of buggy usage, particularly conducting a risk assessment around the children's safety whilst these are being folded/carried onto transport etc.
- Considerations will include the possible need to take nappy changing kits, toilet roll, tissues, bucket, latex gloves, sun cream and hats, water and refreshments.
- The ratio that must be implemented for any outing is as above.
- In circumstances where the above procedures are not possible for any reason it may be appropriate for parents/ carers to meet nursery/pre-school staff at the chosen destination or accompany on route.
- This form HERE will be utilised to enable and plan for any outings.

Policy formulated on: March 2010
 Policy last reviewed on: Oct 2019
 Signed: _____