

Outings Policy

Intro

At Little Stars Preschool we offer children a range of local outings including walks and visits around the Church and off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the Preschool environment and extend children's experiences.

Purpose

This policy sets out the procedures to be followed when planning an outing and on the outing itself.

Procedures when planning an outing

Visits and outings are carefully planned using the following guidelines (in line with EYFS 3.91, 3.92.) whatever the length or destination of the visit:

- We will endeavour to visit the proposed venue prior to the visit to ensure that it is appropriate for the age, stage and development of the children
- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards.
- Written permission will always be obtained from parents before taking children on trips which are away from the Preschool or surrounding areas.
- Appropriate staffing levels will be provided for outings dependent on an assessment of the safety and the individual needs of the children.
 - At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary

Procedures during outings

- A fully stocked first aid box will always be taken on all outings outside the Preschool along with any special medication or equipment required
- A completed trip register will be completed. In an emergency, the Manager can be contacted regarding parent and staff contact numbers

- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the Preschool Manager prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the Preschool uniform and high-visibility jackets
- Children will be easily identified by staff when on a trip by use of high-visibility jackets.
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation:
 - If required, the group will return to Preschool immediately and parents will be contacted to collect their child.
 - In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the Preschool.

Arranging outings for children and parents away from the church premises

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct

The following procedures will be followed:

- Allocated members of staff will accompany those children not being looked after by their own parent/carer, in the ratio of 1 adult to 2 children.
- Children and adults will assemble in the Pre-school and a register will be taken of all those participating in the outing before departure.

Transportation

- Any vehicle used will have adequate insurance.
- Only coaches with seatbelts will be used
- The number on the coach will be counted on departure and return.
- At least one member of staff will accompany the coach in case of emergency during the visit.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Outings Policy (v1.0)	03/2020			
Outings Policy (v2.0)	09/2020		DH AP	Re-structure and partial re-write of policy.
		10/2023	DH AP	No changes
Outings Policy - Oct24 – v2.1	10/2024		DH AP	Changed template and version control. No changes to wording
		10/2025	DH AP	
Outings Policy – v2.2	09/2026		DH SH AP	Minor wording changes