



**For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.**

## **Outings Policy**

### **Policy statement**

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. The staff at Greenshoots will ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

### **Procedures to plan an outing**

- Parents/carers sign a general consent on registration for their children to be taken out into the local area as a part of the daily activities of the setting.
- A risk assessment for each local venue is carried out and is reviewed regularly.
- If a new outing is being planned then practitioners walk through the trip with no children first to identify potential hazards and risks.
- Parents/carers are always asked to sign specific consent forms before an outing further afield takes place.
- A risk assessment is carried out before an outing further afield takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high. It will be a 1:2 adult child ratio. In some instances of children who have Special Educational needs it will be 1:1 ratio.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- During an outing the staff will ensure that each child remains with the designated person.
- Records of each outing are kept including a timetable of events, designated persons, permission slips and risk assessments.

- Parents/carers are invited to attend some trips and they will be provided with details of the trip and what is expected of them. If parents are attending they will be responsible for their own child. In some instances a parent may be asked to have another child so therefore will be on a 1:2 ratio. Permission will be sought from the other child's parent if they are happy to do this. If a parent/carer has another child in their care they will be expected to stay with the pre-school staff at all times.
- Parents/carers will be able to leave the group at any given time but will be given a meeting point with the departure time.
- Anyone who is not back on time will be searched for before the group leaves the venue.
- All staff members will stay together throughout the trip so support can be offered such as toilet breaks. All staff will be given an itinerary and will have allocated children who they will be responsible for before we leave for the trip.
- Staff and parent/carers will be briefed before the trip commencing at Greenshoots.
- Staff who have First Aid training will be identified before we leave for the trip and will be clearly indicated on the itinerary sheet that is handed out to all staff and parent/carers.
- Staff members will take their own personal mobile phones on the trip in order to make emergency phone calls if needed or if they need to ring the settings emergency phone if they are to be separated.
- The settings camera will be taken in order to take photos of our outing.
- Parents/carers are not to take any photos of other children.
- We will continue to maintain a no-smoking environment for the children when on an outing and staff will not smoke cigarettes or electronic cigarettes. (Please refer to smoking policy).
- Depending on the regulations of the area you are visiting will depend on whether or not parents/carers are allowed to smoke. If there are a collective amount of parents/carers wishing to smoke, there must be 10 minutes or so allocated for so many at a time, so there are not too many adults away at once. They also need to know if they are leaving to smoke, staff must be informed so they can temporarily monitor the children that adult was designated and the smoking breaks need to be at given breaks so all the children are together and accounted for. It is advised that for health and safety reasons they do not take their own children with them when going off to smoke.
- Staff of Greenshoots will wear their uniform which will make them visible for children and parents/carers.
- If anyone who is attending the trip has a minor accident or injury one of the Greenshoots staff who is first aid trained will be able to attend to the injury.
- If anyone who is attending the trip has a serious injury or accident the appropriate emergency services will be called and the owner/staff of the venue will be notified for support.

- If there is a major incident at the venue then we will follow guidance from the staff and follow all procedures necessary. Greenshoots will have had the risk assessment plan prior to the outing.

### **Coach Trips**

- In such cases of us having a trip that requires a coach journey we will get on the coach on old Laira road at the bus stop on the left hand side of the road.
- All parents/carers will be responsible for their child whilst on our journey to the coach.
- All staff will be responsible for their allocated children whilst on our journey to the coach.
- A member of staff will make sure the road is clear and is safe for everyone to cross over. There is only one road to cross on this route.
- The coach booked will be a named company with a fully licensed coach driver.
- All children, parent/carers and staff will board the coach and the manager will do a head count to check all expected people are present.
- Parents/carers and staff are responsible for putting their allocated children seat belt on.
- All adults should wear their seatbelts for safety and to set good examples to the children.
- Once all safety checks are complete we will set off to our destination.
- Everyone will be informed of our returning time and all appropriate checks will be complete before departing the venue.
- We will be back before the end of the school day.

### **What is taken out on a trip**

- The settings mobile phone is taken on outings. The number will be displayed on the itinerary that is given out to parents/carers and staff. The most senior person will have the settings mobile phone in order to be contacted.
- Supplies of tissues, wipes, pants etc as well as a first aid kit, snacks and drinks and children's medication if required. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- The manager/s will have a list of children with them with emergency contact numbers of parents/carers in order to contact them in an emergency.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- The copy of the risk assessment of the venue will be taken on the trip by the senior person in order for it to be reviewed regularly.

This policy was adopted on:

Signed on behalf of Laira Green Trust - Greenshoots Pre-school and Wraparound Care

Chairperson, Laira Green Trust:

Greenshoots Manager (Strategy and Support)

Laira Green Trust, c/o Laira Green Primary School, Bramley Road, Laira, Plymouth, Devon, PL3 6BP. Telephone: 01752 228272.  
Registered Charity No: 1136071 Registered Company No: 7110815 England & Wales.