

Acorn Pre-school and the Mighty Oaks Clubs, Shefford Outings and Visits policy and procedure

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment
 Children must be kept safe while on outings

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. At Acorn, we ensure that there are procedures to keep children safe on outings and that all staff and volunteers are aware of and follow our procedures.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe			

Procedures

- On our registration form, parents give permission to go for visits to Shefford Lower School. However, parents will be asked to sign a separate consent form for any other outings.
- A risk assessment is carried out for each venue, before an outing takes place and these risk assessments are reviewed regularly and are made available for parents to see.
- Our adult to child ratio is normally one adult to two children, depending on their age, sensibility and the type of outing, as well as how it is to be reached. A minimum of two staff accompany children on outings.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff will take a list of all children in their group, including the contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be include in the adults to child ratio and have children allocated to them.
- Outings are recorded in an outings record sheet kept in the setting, stating:

- The date and time of the outing.
- The venue and mode of transport used.
- The names of the staff members assigned to each of the children.
- The time of return.
- Staff will take a mobile phone on outings and if required, supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water. 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.
- Parents will be responsible for ensuring their children have had sun cream applied and that they are dressed appropriately for the type of outing and weather conditions.
- We will provide children with badges to wear that contain the name and Acorns telephone number- but not the name of the child.
- We will ensure that the seat belts are worn whilst travelling in vehicles and that child safety seats are used as appropriate to the age of the child.
- As a precaution, we will ensure that the children do not eat whilst travelling.
- We will ensure that contracted drivers are from reputable companies and that they do not have unsupervised access to the children and that they are not included in the ratios.

See also our Administering Medicines policy.

This policy gained staff consent on 15th October 2014

This policy was the subject of parent consultation between 17th October 2014

and 7th November 2014

This policy was adopted at a minuted full meeting of the Committee held on

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Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs

Signature

Position **Date**