Visits and Outings

Our pre school believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events the safety of children remains paramount.

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties and carry out the relevant risk assessments. Please note all Risk assessments are available for parents/guardians/carers.

The manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment Policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible the manager will write to the venue requesting all relevant information and a risk assessment statement where available.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Parental Consent

No less than two weeks before a proposed visit or outing, the pre-school will send a letter and the Visits and Outings Form to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used, as well as approximate arrival and departure times. (See consent form)

Parental consent is needed for all off-site visits and outings. The manager will take a photocopy of the signed Visits and Outings Forms on the trip, whilst the original will be stored in the pre-school's records.

Parents/guardians/carers have the absolute right to withhold consent for a proposed visit or outing. Children who do not have a signed consent form will not be allowed to participate. All enrolment forms include a consent form which includes trips/outings consent on it.

During Visits and Outings

If possible on visits or outings, the staff to child ratio will be 1:4 for over 3's and 1:2 for under 3's.

Children will remain under close supervision at all times.

When children are on outings there will always be at least one member of staff who has a current paediatric first aid certificate.

The manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Administering medicines, Illness and Emergencies policy.

Parents will be given the emergency contact phone number should they need to contact whilst on trip.

A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.

Records will be kept about vehicles in which children are transported, including insurance details and a list of named drivers and MOT certificates. Drivers using their own transport will have adequate insurance cover

Animal visits to the pre-school

The pre-school believes that children can learn a lot from having contact with animals. On odd occasions animals are bought into the pre-school but certain procedures must be followed:

- Children must treat all animals with respect and learn how to handle them correctly
- Children and staff must be aware of the hygiene process involved when dealing with the handling of animals, ensuring that regular hand washing takes place and the reasoning behind this.
- Children must be taught that not all animals are child friendly and should take extra caution before attempting to stroke or handle unfamiliar animals.

It is our responsibility as a pre-school to ensure that there are no animals that may cause a danger to the children to be brought into the pre-school premises.

This policy was adopted at a meeting of: St Tudy Pre-school

Held on: ………………………………….

Date to be reviewed: ………………………………….

Signed on behalf of the committee: …………………………………...

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

Name of staff member / volunteer	Signature	Date