



## Marsh Gibbon Pre-School Local Outings Procedure

- All parents to sign an outing Consent form, which will be part of their induction pack when they first join our Pre-School.
- For each type of outing, a full risk assessment will be undertaken which will include an assessment of required adult/child ratios.
- Staff member to check route for safety and security before anyone leaves the building
- Normal staff ratios per child will be adhered to at all times or exceeded if considered appropriate. At the park, a member of staff is to supervise each piece of equipment.
- Park/All Weather Pitch to be checked by a member of staff for safety and security before children are allowed in to the area – check for rubbish – alert adults/children of any dangers such as poisonous plants. Area to be checked for other users. All equipment to be checked.
- Children to be counted before leaving the building and on arrival at the outside area. All gates to be securely fastened. Children to be counted before returning to the village hall and on return to the village hall.
- One staff member to lead the children with another member of staff at the rear. All other staff members to be distributed evenly between the other children.
- When walking on a pavement next to the road:
  - if a small group – children to be in pairs holding hands with the correct number of adults as per adult/child ratios.
  - if a large group – children to hold onto a length of rope with adults positioned every 4-6 children with a staff member in front and at the rear.
  - Excitable children to be next to an adult.
- In the case of not all children going out adult/child ratios must remain appropriate for all groups. Minimum of two adults with a small group of children at all times.
- Inform parents at initial visit, and remind in newsletters, that they are to provide children with correct outside wear, i.e. coats/hats/gloves/winter shoes and or sunhats and sun-creamed children.
- Children to be checked for appropriate clothing at each session.
- Essential records and equipment will be taken on any outing: the First Aid kit, tissues, plastic bags and locks, if applicable. A working mobile phone, the Register and contact telephone numbers for the parents of children on the outing to be taken as well.
- Before a trip is undertaken an additional risk assessment will be carried out in relation to children with medical needs. Steps will be taken to minimise risks and to ensure that all children can be included on the trip.
- Medicine, for children who may require it on the trip, will be carried by the member of staff allocated to that child for the trip (usually the key person) or by the child's parent if they are attending the trip.
- If it is thought that additional staffing is necessary to ensure the safety and enjoyment of the trip by everyone, this will be put into place.
- Copies of emergency procedures with regard to medicine administering will be taken on the trip along with relevant contact numbers.
- Adults supervising children with medical needs and the trip leader will carry mobile phones.



- Parents to be informed by a note on the door if the outing is to be anywhere other than the All Weather Pitch or Park. The note will explain where the outing is to and the route taken, so parents can locate their child in an emergency if needed. An emergency contact number will be visible so that staff can be contacted.
- Any incidents or accidents to be recorded in the Incident/Accident book upon return.

UNCRC Article Links:

Article 1,2,3,4,6,12,13,15,23,28,29 and 31.

Articles can be read at the front of this Policy and Procedure folder.

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