



## Tickton Pre-school and Play Pals,

### Outings and Visits Policy.

#### (Supervision of children on outings and visits).

#### Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

## EYFS

**Staff must complete a settings outings risk assessment form before all outings.**

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. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

### Policy

- Children must be kept safe while on outings

- Child to Staff ratio must be kept within legal requirements set out in the EYFS.
- Staff practitioners must assess the risks or hazards which may arise for children and identify the steps taken to remove, minimise and manage those risks and hazards. **(SEE SETTING RISK ASSESSMENTS).**
- Written permission must be gained from children's parents/carers for children to take part in setting outings.
- A risk assessment must be completed for all setting outings, so any risks or hazards that may arise can be identified and steps can be taken to remove, minimise and manage those risks and/or hazards.
- A written risk assessment must be completed.
- If a coach/bus or taxi is used to transport children to outings is used the driver and vehicle must be adequately insured.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting such as local walks to the post office, park or gardening area.
- Parents are always asked to sign specific consent forms before major outings.
- All venue risk assessments are made available for parents to see.
- Staff take the settings mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, sun-cream, hats, 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.
- Staff take a complete list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- Children must only travel in vehicles that are adequately insured and appropriate for use.