



32. OUTINGS POLICY

At Forest Row Community Pre-School we recognise the importance of outings in providing our children with new and enhanced experiences which embrace the EYFS. We understand and take seriously the health and safety involved in these outings and have a stringent policy and procedures in place to ensure the safety of the children in our care.

All parents/carers are asked to sign a general consent form included in the registration pack allowing their children to be taken out of the setting in daily pre-school life.

A risk assessment will be undertaken for all destinations and routes, these will be kept and updated/added to as needed. The safest walking route will be decided before undertaking any trip, taking into consideration additional needs of all children in our care.

We operate a ratio of 1 adult to 6 children when leaving the setting (1 adult to 4 children for 2 year olds), this ratio is adjustable to suit the needs and requirements of individual children and can and will be reduced where suitable.

All children and adults accompanying a walk must wear high visibility vests, these will all have attached cards containing the pre-school's name, the pre-school landline and a mobile number.

The children will operate a walking rope system and wear wrist straps where appropriate. A minimum of two permanent staff will accompany any outing. This will include at least one level three qualified and Paediatric First Aid trained member of staff. All children will be appropriately supervised with a member of staff located at the front and rear of the walking rope to face any oncoming hazards and manage them appropriately. All staff will be assigned specific children to allow appropriate supervision and ensure no child is lost and prevent unauthorised access to the children.

The Register will be taken before leaving and after returning as well as constant counts whilst out. The group will always remain together on outings, any toilet trips needed will be undertaken only by permanent DBS checked staff. No children in our care will ever be left either unattended or without a permanent member of the staff.

All our visits will be logged in an 'Outings Book' containing details of all children and staff, the date and time, the end destination and route taken as well as allowing space for reflective practise. This book will be kept in the office and used to assess each trip's success and to enable us to address any changes.

The children will be allowed the freedom to explore off the rope, within a visible area such as the playing field or the park, a staff member will always be nearby whilst allowing the children to grow

and develop independently. When visiting areas such as this staff may also bring along planned activities including nature/treasure hunts and pond dipping.

An outing Lead will be designated for all outings this member of staff will carry a rucksack containing:

- A charged mobile phone, where possible two to minimise risks of flat batteries or areas of no signal
- A first aid kit & sterile water (plus any additional medicines required by children)
- Emergency contact details, medical information and an up to date photograph for all children present
- A change of clothes/nappy changing things – dependent on length of outing and destination. If appropriate a potty may also be taken
- Water, disposable drinking cups and a snack if applicable to the length of outing.
- Tissues, wipes and disposable gloves
- Staff may also take a tablet device to record observations and take photographs for children’s learning journals. These will never be left unattended or unlocked and will only be operated by permanent staff
- In addition to the above we may carry items needed for activities, such as forest school activities along the local railway track

Action in Case of Missing Child from an Outing In the unlikely event that a child becomes separated from the group:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with a designated person and carry out a headcount to ensure no other child has gone astray. One staff member searches the immediate vicinity
- The staff contact the police using the mobile phone and report the child as missing
- The supervisor is informed, and if she is not on the outing will make her way to the venue to aid the search and be the point of contact for the police as well as support staff
- Staff will take the remaining children back to the setting
- The supervisor will contact the child’s parent(s) who should make their way to the venue.
- The supervisor will contact the chairperson of the committee who will come down to the venue as soon as possible
- Continue with the search until a satisfactory outcome is achieved

Prepared	Reviewed	Next Review
September 2016		September 2017
	March 2018	March 2019

Chair of the Committee’s signature:

Supervisor’s signature:

Deputy’s signature:

Date: