



## Outings Policy

Outings provide children with a range of learning opportunities that are impossible to offer within the confines of a setting. Outings may represent part of a group's everyday programme or they may be a special event.

The former would make use of the facilities available for young children within the local area where children would be taken to venues such as the park, shops, community centre or library. The latter would represent visits to a theatre or museum, which are not part of the group's everyday programme.

### Policy

All children will be given opportunities to go on outings.

Prior to an outing being organised, the proposed venue will be visited to ascertain the suitability and safety of the destination. A written risk assessment will be undertaken prior to each outing. Measures will be put in place to minimise any identified risk.

Information will be provided to all parents/guardians regarding the outing. This will include date, times, travel arrangements, preferred dress, whether food is required, the activities that children may engage in, number of adults in attendance and cost.

Children should have a chance to learn about the outing beforehand and discuss it afterwards. The visit may fit in with the group's curriculum planning or it could be in response to something initiated by the children.

Parent/guardian/carer helpers will be invited to accompany children on the outing if necessary. They will be provided with clear instructions on their role during the day.

The group will seek written permission from parents/guardians to take children on an outing. Parents/guardians will be issued with a consent form. Written consent will be obtained prior to a child going on an outing. Parents/guardians should speak to a committee or staff member if they have queries or concerns about an outing and/or about giving their consent.

Where vehicles are being used, checks will be made to ensure the road worthiness of the vehicle and that adequate insurance cover is held. Child restraints (seatbelts/car seats) will be checked to ensure that they are sufficient and appropriate to the age and weight of the children. Where the cars of parents/guardians are being used, they will be asked to consult with their own insurance company and to make any necessary arrangements for appropriate cover. Written consent will be sought from parents/guardians prior to their child being conveyed in a staff member's or parent's/guardian's car.

Each group leader will have a list of the children they are responsible for and any relevant medical details. It is recommended that the adult:child ratio on the majority of outings should be 1:4 at a minimum. In the case of a water based activity e.g. swimming, this must be increased to 1:1. If there are children with additional support needs accompanying the group this higher ratio may also be required. The risk assessment should include an assessment of the ratios required on each outing.

On an outing the person in charge will carry the following items with them:

- First Aid Kit
- Accident and Incident Book
- A list of all participants
- Register with emergency contacts