



## Outings and Visits

At Little Oaks we appreciate that trips out into the wider community can enrich and support a child's development and progress.

Therefore, the following policy will be adhered to ensuring all reasonable steps are taken, allowing trips to happen safely.

- A risk assessment will be carried out prior to any outing. Where possible this will be carried out at the same time and on the same day of the week that the outing will take place. The risk assessment is the responsibility of the room leader.
- Written permission will be obtained from parents / carers for all outings. No child will be able to take part in an outing without written permission being received.
- The risk assessment form and written permission slips will be filed in the Health & Safety file.
- Parental volunteers will be sought to enhance child / adult ratios. The ratio will vary dependent on the outing, but will be no less than 1:2 (adult to child).
- Children will remain the responsibility of their key person (or other member of staff) at all times with support from parental volunteers. All parental volunteers will know which children and key person they are supporting. It is the responsibility of the room supervisor to ensure this is the case.
- Children will not be left at any time in the sole care of a parental volunteer (this includes toilet trips). It is the responsibility of the room leader to ensure this is the case.
- All adults will be aware of the number of children to adults attending a trip and regular headcounts will be taken: before leaving the premises, on arriving at the destination, before leaving the destination and on arrival back at pre-school. This is the responsibility of the room leader.
- Written emergency contact details will be obtained from all parental volunteers. This is the responsibility of the room leader.
- First aid kit, emergency contact details (for children and staff), a mobile phone, any medications for children or staff and spare clothes will be taken on all outings.
- Any emergency medication (eg inhalers) will be taken on all trips. This will be signed in and out and all staff will be made aware of which children have medication with them. This is the responsibility of the room leader.
- All children will be signed in and out and this record will be kept with the



# Little Oaks

The pre-school where friendship and learning go hand in hand

registers to ensure we have accurate numbers and records in the event of an evacuation or other emergency. This is the responsibility of the room leader.

- In the event of a child being lost, the "Lost Child Policy" will be applied.
- See also Lost Child Policy and Health & Safety Policy and Parental Involvement Policy.

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

Updated April 2015, June 17. Reviewed Feb 19.

