

Ravenside Pre-School

GUIDELINES FOR OUTINGS AND VISITS

General Legal Requirement

- *The provider must take necessary steps to safeguard and promote the welfare of children.*

Transport –

- Mini buses should have forward facing seats with seat belts.
- Booster seats will be used.
- Drivers should have undergone formal assessment of their ability to drive a minibus.
- Evidence of current driving licence and drivers name should be held by the setting.
- Insurance certificate should indicate drivers allowed to drive for the setting.
- Details of vehicles used will include registration number, MOT details and tax details.
- A registered member of staff will accompany all children.
- No child will be left in a vehicle unattended.

Staffing levels –

- One adult to two children, qualified staff to be responsible on outing if parents or volunteers make up part of the adult contingent.
- Staff will ensure that regular headcounts are undertaken.

Plan of activities -

- A plan to show how the outing fits into the overall programme and the activities which will be used to prepare children for the outing beforehand, the activities to be carried out during the outing and the follow up activities to promote children's learning after the outing will be written down and read by all adults involved in the setting.

Risk assessment -

- Before taking the children on any outing, a member of staff or committee will visit the venue and carry out a risk assessment for the journey and location. If this is not possible the venue will be contacted requesting a copy of their risk assessment.
- A full risk assessment will be conducted for each outing, this will include the nature of the outing and adult/child ratio.

Parental permission -

- A consent form will be completed by parents giving the responsible person authority for their child while on the outing.

Emergency procedures -

- Contact telephone numbers for parents will be taken.
- A mobile phone fully charged will be carried at all times, this number will also be left with a responsible person at the setting.
- A qualified paediatric first aider will be present for all outings.
- If an accident requiring medical assistance occurs to a child, an ambulance will be called, the parent will be asked to meet their child and a member of staff at the nearest hospital.
- In the event of a child being lost, the 'missing child procedure' will be followed.
- Any incidents must be recorded in writing.
- Ofsted will be contacted and informed of any serious incidents.

Information/Equipment to be taken on the trip -

- List of children, parents phone numbers, special needs including any allergies.
- Mobile phone.
- First Aid kit and any necessary medication, accident book.
- Spare clothes, plastic bags.
- Activity plan.
- Programme including time expected home. This information will also be kept in the setting.

Agreed on

Reviewed on