

Outings policy

It is the policy of *Wenvoe Playgroup CIO* to provide safe outings for children in our care as part of their learning experience, sharing the events with and involving, the children's parents/carers wherever possible.

We do this by:

- Involving parents/carers in the choice of venue by:
 - *Listening to the views of the children and their parents/carers*
 - *Ensure all parents/carers are encouraged to attend to support their children's learning.*
- Completing a written risk assessment of the chosen venue and associated activities *prior* to the outing taking place (including a pre-visit as needed).
- Completing a written risk assessment as requested by our insurers
- Informing parents of the proposed outing by displaying information on the notice board, private Face Book page and/or flyers via the children's trays.
- Requesting that all parents/carers accompany their child on outings when travelling outside of the local area. Parents will be expected to sign a disclaimer to take responsibility for their own child during the outing.
- Ensuring parents who are unable to attend an outing outside of the local area are provided with information and policies to read, along with a consent form. The consent form is to be completed and signed by the parent and taken by a staff member on the day of the outing (If a high majority of children are to be unaccompanied by parents for outings outside of the local area, the event may be rescheduled or cancelled).
- Implementing an adult/child ratio in line with the risk assessment. Adult child ratio:
 - a minimum of 1 adult to 2 children for outings outside of the village
 - a minimum of 1adult to 8 children (aged 3 years and above) and 1 adult to 4 children (under 3 years) for local walks e.g. when visiting the school or library.
 - The person in charge will be qualified to level 3 as a minimum.
 - Parental help may be encouraged to higher the adult/child ratio for local walks in the community.
- Ensuring all details for contacts and individual needs are taken on the outing and held by a named person.

- Ensuring *at least* one mobile phone (that has signal coverage and battery use throughout the outing's duration and location) is available:
 - For use by one named person.
 - The number is known to all adults attending and appropriate contacts in the provision and attendant children's families.
- Operating a robust **children who are lost or missing policy and procedure.**
- Identifying and informing all adults attending of the named first aider who will carry a first aid kit and any appropriate equipment such as inhalers.
- Asking parents to supply any packed lunch/refreshments/drinks for their children in safe containers.
- Asking parents to dress their children in clothing that is suitable for the event.
- Reviewing the success of the outing and amending the written risk assessment and any other documentation to improve future outing arrangements.
- Operating a transition to/or from nursery school policy and procedure.

In addition to the above procedure, *Wenvoe Playgroup CIO* issues the following guidance to adults accompanying children when visiting farms or animal parks in line with the risk assessment undertaken for the specific outing:

- Parents/carers, and staff are advised of risks that can occur to women who are pregnant while visiting farms, particularly during the lambing season.
- *Wenvoe Playgroup CIO* ensures the children treat the animals with respect and consideration in line with our 'looking after our environment policy'.
- Children are encouraged to listen carefully and follow instructions given by the adults.
- All participants wear appropriate clothing and provide a change of footwear.
- All participants approach and handle the animals quietly and gently.
- All participants wash hands thoroughly after any contact with the animals, particularly before eating, and before leaving the farm.
- All participants eat only in designated areas.

- Children are not allowed to place their faces close to, or kiss the animals.
- Children are not allowed to suck fingers or objects which may have been in contact with the animals.
- Children are not allowed to pick up any tools unless permitted to do so by farm staff.
- Children change their footwear and wash their hands just before leaving the farm or park. (Particular care is taken after any contact with animal faeces.)

Wenvoe Playgroup CIO's children who are lost or missing policy should be read in conjunction with this policy and procedure.

This **outings policy and procedure** was passed for use in *Wenvoe Playgroup CIO*

On: 01.10.2019

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Position: Person In Charge

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Position: RI – Management Committee

Date of planned review: Annually or if changes in practice