

## **MATLOCK PRE-SCHOOL PLAYGROUP**

### **GROUP OUTINGS POLICY**

NO MEMBER OF STAFF IS INSURED TO USE A VEHICLE TO TRANSPORT THE CHILDREN.

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Our manager and all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Children are kept safe and supervised on all outings and visits.
- Children wear high visibility vests on all outings and visits.
- A bag containing a Register, contact names and telephone numbers, First Aid Kit including accident/ incident booklet, water, tissues, a mobile phone, lost children procedure and any necessary equipment is taken on all outings and visits.
- A Risk Assessment is carried out for each individual outing. The risks or hazards will be assessed – identified, steps taken to remove, minimise and managed.
- A generic risk assessment is used when moving between our sites.
- The Staff to child ratio will be determined by the conclusive results of the Risk Assessment.
- At least 1 member of Staff will hold a current paediatric First Aid Certificate.
- The children will be appropriately supervised and no person who has not been DBS checked will be left alone with any children.

- If on an outing children are expected to use a space that has been used for smoking, we ensure that there is adequate ventilation.
- See Operational Plan for procedure.
- Risk Assessment to be read and signed by all adult helpers. A member of staff will verbally inform the helpers of expectations and procedures. Children and helpers will be informed, by a member of staff to whom they are walking with.
- Parental permission is obtained before all outings.
- Outings forms and risk assessments are kept :  
In large filing cabinet – WR  
Cupboard 5 filing cabinet – TH

### **Transitional visits between sites for individual children:**

- One member of staff may accompany up to 2 children
- That member of staff has been CRB checked
- Risk assessment carried out
- Parental permission outings form completed prior to the visit.
- Copy of the letter of consent from Ofsted is available from the Manager.

### **On Site**

When taking children outside during playgroup sessions staff must ensure that there is adequate supervision. The supervisor must ensure that before children are moved between outdoor areas and from inside to outside that the children are head counted and all accountable for before closing any gates or doors.

If a child is lost during the outing staff must adhere to the lost children policy which is in the outings bag.