

# St. James' Church Pre-School

## Outings Policy



This policy outlines the planning and occurrence of outings with the children.

### ***An Outing***

1. Visit the location to assess for suitability for the age of group. Undertake a risk assessment. When booking transport ensure safety, seat belts, etc. All information given to parents in plenty of time, including dates, times and what they need to bring.
2. Give clear instructions at the location as to where the stay will be, who has first aid kit and when and where to meet for activities or picnic and time of departure.
3. Ratio 1 adult to 2 children. Encourage parental participation.
4. When booking an outing check the Management Policy if a child is lost.

### ***A Walk***

1. Carry out a risk assessment.
2. Ratio 1 adult to 2 children
3. When organising a walk parent are always asked to join the group via a notice on the door.
4. Crossing the roads appropriately, holding hands and watching and listening as the road is crossed.
5. Being aware of the dangers of water, poisonous plants or broken glass.
6. When feeding the ducks there is a barrier between the ducks in the water and the children.
7. The play area is always checked for safety and always supervised.
8. Ensure children's details and emergency contact numbers are available in case of need.
9. Take a first aid kit and mobile phone.

### ***Preparations for a walk or outing***

A week or two before the walk put up a notice on the door and on Tapestry telling parents that a walk is planned if the weather is good and that the children should have suitable footwear and coats etc.

Also ask for volunteers to accompany on the walk.

Ensure that any special needs are catered for.

### ***Items for staff to take***

- Register with all children's details, including parents contact numbers.
- Mobile phone, fully charged
- First Aid Kit
- Tissues
- Moist wipes
- Disposable gloves
- Bottled water and plastic cups

### ***Instructions***

Through prior planning ensure there are sufficient adults. If not determine if small groups of children can go for a walk with adults (must include a staff member) while others stay in Pre-school and wait for a turn at a walk, or the walk will need to be cancelled. Make sure an alternative plan has been made for this eventuality or in case of bad weather which prevents the walk.

Decide which children go with which adults and the adult should be responsible for those children for the duration of the walk, ensuring they are kept in sight and safe. Any problems they can refer to staff e.g., if a child needs the toilet.

Call a register before leaving for a walk and discuss safety issues with the children.

Children hold their designated adult's hand while leaving church and crossing roads. With discretion they may walk freely in safe areas and so they can explore, in sight of the adults.

Adults should be given clear instructions of the route, who has the phone and first aid and any other relevant instructions for the particular walk they are coming on. They should also be reminded that the No Smoking policy extends to walks with the children.

### ***On returning from a walk***

Adults may be invited to use another part of the building for a drink which they can make for themselves in the kitchen, or they may just go home. It is good to explain it is not possible to have a large number of adults in the rest of the session.

The children should be encouraged to wash their hands once they have taken their coats off before any other activity.

Any accidents/incidents occurring during walk/outing to be recorded in Accident Book.

This policy was adopted by	St James Church Preschool	<i>(name of provider)</i>
On	28 November 2021	<i>(date)</i>
Date last updated	_____	<i>(date)</i>
Date last reviewed	_____	<i>(date)</i>
Date to be reviewed	December 2022	<i>(date)</i>

Signed on behalf of the provider



Name of signatory

Nicola Tivey

Role of signatory

Chair