LYMPSTONE PRESCHOOL February 2019

**Outings and Excursions policy**

The policy for outings is based on the standards set in the Statutory Framework for the Early Years Curriculum Foundation Stage which covers the following:

Proper Control must be exercised appropriate to the environment, nature of visit and the children involved.

A risk assessment will be made before embarking on an outing; this may require a prior visit before the main event. Minimising risk will be paramount, whilst trying to ensure that the children enjoy their outing.

Consideration should be paid to pedestrian road safety and take into account behavioural, emotional and physical difficulties which could impact on the safety of an individual child or the wider group. The physical environment needs to be considered and might include weather conditions, steps, cliffs, beaches, water etc.

Taking children off site is potentially hazardous and a higher adult:child ratio will be used. This will be a minimum of 1 adult to 2 (1:2) for 2 year olds and 1 adult to 4 (1:4) for children aged 3/4years.

THERE SHOULD ALWAYS BE A CLEARLY DEFINED PERSON IN CHARGE WITH LEVEL 3 QUALIFICATIONS

The person in charge will:

* Obtain a parent/carer consent form for off site visit
* Organise collection from parents and give clear instruction as to collection after the event, ensuring that the child is returned to the pre arranged responsible adult.
* Always ensure that the trip has been planned thoroughly
* Always take up to date contact details in case any emergencies may arise (SECURE PASSWORD PROTECTED)
* Ensure that parents/carers have a contact number (take emergency mobile phone – LOCKED WITH PASSWORD IN LINE WITH GDPR 2018)
* Always take essential records and equipment on outings. This will include First Aid Kit, mobile phone (Preschool mobile if available or lead staff members personal mobile – no photos or video will be taken on mobile phones), spare clothing, plastic bags, changing equipment if necessary,
* Please be aware of protecting the children from strangers. Closely supervise the children
* Consider fluids and refreshments
* Check escorts for suitability and ensure no unsupervised access.
* Ensuring all toileting or changing is done by the childs parents or a member of staff
* Ensure that all children are catered for and that no child is excluded on grounds of physical, behavioural, emotional or financial needs

PERTAINING TO VEHICLES

Only adequately insured and checked vehicles will be permissible for use via private hire companies and not staff members own vehicles. These must have correct regulation restraints, within safe compliance to maximum load and maintenance is up to date and passes all safety checks.

Special care to be taken when loading/unloading from a vehicle.

Adopted at a meeting on……………………………………..

Signed on behalf of the preschool………………………………….

Date………………………………………………………………………………