# **Logo Description automatically generatedOutings and Excursions Policy**

The policy for outings is based on the standards set in the Statutory Framework for the Early Years Curriculum Foundation Stage.

*3.66 Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge.*

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

Risk Assessments will be conducted dynamically throughout the outing. 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.

The ratio 1 adult to 4 (1:4) for 2 year olds and 1 adult to 8 (1:8) for children aged 3/4years will be maintained whilst out with the addition of at least one extra adult out of ratio.

**THERE SHOULD ALWAYS BE A CLEARLY DEFINED PERSON IN CHARGE**

The person in charge will:

* Make sure consent has been obtained through the parent welcome pack
* Always ensure that the trip has been planned thoroughly
* Always take essential records and equipment on outings. This will include First Aid Kit, any medication required by individuals, 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 child’s 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**

*3.67*

*Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.*

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 by Lympstone Preschool Committee Date 11/11/2022