



Trips Out, Local Outings and Walks Around School Grounds Policy

We believe that trips and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events the safety of the children remains paramount.

Consent

A parental consent form for children to take part in local visits is completed by the parent/carer on admission. A local visit includes anywhere within walking distance for the children.

An additional parental consent form to be completed for any trip. The request for consent will be obtained up to 2 weeks in advance of the event and will include detailed schedule of the proposed event, activities, costs involved, journey outline and mode of transport.

Parents/carers have the absolute right to withhold consent for a proposed trip or outing. If a child does not have a signed consent form they will not be allowed to participate in the event.

The Manager will ensure that all children taking part in a trip or outing have the relevant consent form completed.

Prior to Trip

Prior to a trip a risk assessment will be carried out by the Manager. This will include an exploratory visit by a member of staff to assess for potential hazards, including consideration of the journey and any transportation involved. If a prior visit is not possible the Manager will write to the venue requesting all relevant information and a risk assessment statement where available.

The pre-school will make every effort to involve the children in the planning of the trip. Staff will explain to the children the aims and objectives of the event, along with what is expected of them in terms of their behaviour. Children will be talked through any potential hazards and told to remain with staff at all times.

Staff will explain to everyone taking part in the event what to do in an emergency and establish a suitable meeting point. The pre-school mobile telephone number will be given to all the adults on the trip.

Named children will be assigned to individual staff to ensure that each child is individually supervised and to ensure no child gets lost.

An Outings Record Form will be completed for each event.

When parents/carers are attending the trip, a minimum of 2 staff will accompany the children and a minimum of 2 staff will remain behind with the rest of the children at pre-school. The appropriate staff to children ratios and legal requirements will be met at all times.

A staff member will remain at the setting during the trip, a copy of the register and all contact details will remain on site. A copy of the outings record detailing all the adults and children taking part in the outing will also be left with the staff member at the pre-school premises.

Local Outings

An outings form to be completed and all items listed on form to be taken in rucksack (including pre-school mobile phone). On local outings around the village, we will use our walkodile reins, or a hand rein or a harness rein so each child is linked to an adult. 1 member of staff will be in charge of each walkodile belt, being at the front, holding a child’s hand. There should be a minimum of 3 adults on every visit with one member of staff staying on the premises. Children must remain attached to the walkodile belt or rein at all times (children would be allowed off walkodile or reins in Robert’s playground).

Hi-Viz jackets will be worn by all staff and children when taking part in local trips.

Children will remain under close supervision at all times.

If visiting Roberts Playground a member of staff is to make sure that gates are closed and the equipment is safe and there is no litter that could cause harm, before the children enter. If members of the public are present in Robert’s Playground or enter during the preschool visit the staff will risk assess the situation and make a decision on if it is safe to enter or remain in the playground.

A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.

Walks around school grounds

Pre-school mobile phone to be taken and regular head counts to be carried out. If all staff are out with children a notice will be placed on the A board at the gate informing parents that we are on a walk in the school grounds.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Visits and Outings Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Trips Out, Local Outings and Walks Around School Grounds Policy was adopted on:

Date: **Signed:**

Name: **Post:**

The Lavington Pre-school Trips Out, Local Outings and Walks Around School Grounds Policy was reviewed on:

Date: Signed:

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