



## Early Education & Childcare

### Outings Policy

#### *Aims:*

- To ensure that the setting communicates effectively with parents regarding outings and obtains written consent prior to taking children on outings.
- To ensure that experiences which take place outside of the setting are organised effectively and children's safety is always ensured.
- To facilitate positive experiences for children within their local community.

#### *Procedures*

#### **Consent and Communication**

Registration forms for Early Education & Childcare services include a section for parents to provide permission for children to be taken out of the building for outings. Only children whose parents/legal guardians have signed this section should be taken on outings. This information is recorded on the computer system for ease of access, and the original forms are kept in the relevant room for the group they attend. Parents will normally be informed of any planned outings in advance.

The initial consent should only be considered valid for local outings where the group are walking to their destination. If a group is intending to use public transport/coach hire, then further written consent where parents are given specific detail about this is required. Any vehicles accessed, and the driver of these vehicles, will always be adequately insured by the transport provider.

A copy of the outing form with contact details, destination, etc. should be left at the main reception and the person in charge should be notified alongside trip risk assessment.

#### **Organisation**

The setting requires a ratio of 1:2 for all outings involving children aged under-3 years. In the case of the 3-5-year olds the ratios should be informed by risk assessments conducted by the senior member of staff and should be agreed with the person in charge. These should not exceed the legal minimum of 1:8 for under 8's and it is expected that the risk assessment will dictate that, particularly for 3-5-year olds, staffing levels will remain well above this.

Outings will be well planned by a senior member of staff, with an outings form completed in every instance. Previous risk assessments should be consulted, and their relevance reviewed and any new information added. Contact numbers, first aid supplies and a mobile phone should be taken on each outing. For day trips children should be

provided with sticky labels or wristbands with the group leaders contact number on them. High visibility jackets are also available for groups to use.

### **Knowledge of Individual Children**

Staff will use their knowledge of individual children to give additional support as required and, in addition to referring to the registration form, will endeavor to find out from new parents/carers if there are any areas of provision that a new child may need additional support. This will determine if they will always need to have their hand held by an adult when walking by roads, for example. Staff will be mindful of children with any additional needs or those who are known to display unpredictable behaviour and give them 1:1 support as necessary.

### **Positive Experiences**

Outings, and the links with the local community which they facilitate, are viewed as highly beneficial to children's development. We will endeavour to ensure that all children have access to outings and that these are well planned, and the educational benefits maximised. We will also aim to make parents aware of the fact that they are welcome to take part in outings.

Outings information is kept by each group to document children's experiences and monitor the children who have been able to access these.

*Reviewed October 2020*

#### ***Related documentation:***

- *BS3 Community Health and Safety Policy*
- *EYFS Statutory Requirements page 25, 3.64-5*