

4. Outings

Outing Policy

Statement of Intent

It is the policy of the pre-school to try to organise at least one outing per school year. We believe that it is of a positive benefit to the children to enjoy a different environment with their peers and staff from the pre-school. Outings are not compulsory and there is an expectation that parents will cover the cost of the trip for their own child. If funds allow, the setting may offer to subsidise the outing. In addition, there might be funding available for those who would like their child to participate but who genuinely cannot afford to pay.

Aim

- To provide the children with a least one safe and enjoyable outing per year.

In order to fulfil this aim

Planning a safe outing

The following points will apply to any outing:

- consent is requested from parents for all outings that involve leaving the school grounds.
- The ratio of parents and staff to children should ideally be no more than 1:2. All efforts will be made to encourage parents to volunteer to help with outings. If a ratio greater than 1:2 is in place when a trip is due to commence the Pre-School Leader will make a judgement as to whether this is safe, depending on the trip planned and the age and needs of the children involved. If there is any doubt about the safety of the trip, it will be cancelled.
- Siblings may also be included but will remain the responsibility of the parent/guardian at all times and must not compromise adult to child ratios.
- A qualified first aider must be present on all outings.
- If the outing has been arranged on a day that the pre-school usually operates, the outing will effectively replace the pre-school session and the pre-school will not be open to children that are not participating in the outing. As a result, session charges will not apply on this day.
- Any outings taking place during term time will take place within the hours of 9am and 3pm to ensure that older siblings can still be collected from school.
- For outings during the summer months, it is advisable that parents should provide a named sun hat and be responsible for the application of sun cream.
- If transportation is required, Blakeney pre-school will ensure a reputable company is used and seat belts are fitted in all vehicles. Parents may be asked to provide car seats or booster seats.
- A risk assessment of the venue will be carried out by a designated staff member to familiarize themselves with facilities such as toilets, picnic areas etc.
- A timetable of events and emergency contact number lists will be distributed to the staff.
- Staff should ensure that essential records and equipment are taken on each outing. These items will include the register and contact list, first aid kit, children's medication, pre-school mobile, lost child procedures, spare clothes, nappy changing equipment etc.

