## Outings and visits

Our Policy reflects the statutory requirements of the EYFS 2024 as listed in the safeguarding and welfare Requirements (3.74, 3.75).

**Policy statement**

We regularly take children out of the setting to explore different areas of Portreath for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

**Procedures**

* Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
* This general consent details the venues used for daily activities.
* There is a risk assessment for each venue carried out, which is reviewed regularly.
* The risk assessment identifies the steps to be taken to remove, minimise and manage those risks and hazards.
* Parents are always asked to sign specific consent forms before major outings or somewhere we have not visited before with the children.
* A risk assessment is carried out before an outing takes place. The staff who are leading/accompanying the children on the outing must read the relevant risk assessment in the Green Risk Assessment folder before the outing each time they visit that venue. They must sign the front sheet to say that they have read it. If concerns have risen during the outing then the lead member of staff must make a note of this on the relevant risk assessment and inform the Play Leader (or deputy in their absence).
* All venue risk assessments are available for parents/carers to see. They just need to ask a member of staff and they will be emailed to them.
* Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
* Children will hold each other’s hands in pairs (age and behaviour appropriate) or staff hands when walking to a venue. The appropriateness of each method for each child is assessed by staff before we leave the building. Whilst walking to the venue the children are constantly supervised by staff. The children are taught to remain in a ‘sandwich’ as we walk so that the children who are not holding staff hands are always in close proximity to staff. Staff in the front of the group must remain aware of the proximity of the children behind them and ensure they do not walk too far ahead of the group. If appropriate we will use reins, safety straps or pushchairs to ensure the safety of our children. If using the Out & About trolley then the children are taught to hold on to the bars at the front and back of the trolley which is being pulled by a member of staff. Another member of staff (with 2 additional children) will be behind the trolley and these children.
* Outings are recorded in our register and kept in the setting stating:
* The date and time of outing.
* The venue and mode of transport.
* Names of staff assigned to named children.
* Time of return.
* Staff take the settings mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for. On occasions we will use the Out & About trolley so that further resources can be taken with us.
* Staff take a list of children with them with contact numbers of parents/carers. They also take a laminated card with the procedure for what to do if a child goes missing whilst they are on an outing.
* A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children. Outings ratio 2 year olds 1 adult to 2 children, 3 and 4 year olds 1 adult to 4 children. It is recognised that some children may need 1-1 support for their own safety.
* At least one member of staff who is accompanying the group will have up to date paediatric first aid training and staff that remain behind will also have full paediatric first aid training. .
* If using a vehicle for transport, drivers and vehicles should be adequately insured. Insurance documents must include business use.

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| This policy was adopted at a meeting of | Portreath Pre-School |  |
| Held on | 22.03.2019 |  |
| Last date to be reviewed and amended: | 30.03.2024 |  |