



Outings Policy

It is our priority to maintain the safety of all children at all times. Consent is given by the parent on completion of registration documents for outings, but when we do larger preschool outings that are outside the immediate local area, we will ask parents to complete a further consent form.

During all outings (out of setting grounds) we will ensure staff ratios meet Ofsted statutory requirements. Each staff member is clear about the children they are in charge of and to have details for each of the children they are responsible for as well as the nominated person having details. Each staff member is responsible for the belongings of the children they are in charge of.

On walking outings, the majority of children will hold an adults hand at all times (preschool ages) and at least 1 member of staff, and all children, will wear a high visibility safety jacket.

A register of children and a head count will be taken frequently throughout the outing and no child will be unsupervised at any time. A risk assessment will be carried out and signed by all staff attending the trip.

Any outing involving transport will usually be by bus or coach ensuring seatbelt use. There will be a nominated person in charge on each trip and if any trip has more than one coach then there needs to be a nominated person in charge for each coach.

During outings care will be taken to cater for all eventualities, i.e. first aid equipment, accident book, bags, paper towels, etc plus register including contact names, address's, telephone numbers and a fully charged Allsorts mobile phone with credit.

Any incident or accident will be fully recorded and dealt with appropriately. All outings will have a written plan of action that will be given to each staff member.

No adult should be responsible for children unless they are DBS checked. No staff member to be alone with children during the day. Parent support will be asked for to supplement staff ratios but only to supervise their own children unless they are DBS checked for working at Allsorts.

Dependant on the type of trip being undertaken consideration will be given to whether additional buggies may be needed to cater for younger or less able children.

Before any trip a team briefing should be held for all staff attending the trip.

Reviewed September 2022