



Parklands Nursery School and Playgroup

Outings Policy

Children benefit from being taken out of the setting to go on visits or trips to the local park, or other suitable venues, for activities which enhance their learning experiences. At Parklands we ensure that there are procedures to keep children safe on outings, all staff and volunteers are aware of and follow these procedures.

- Parents sign a general consent on registration for the children to be taken out on local walks within the community in small groups.
- Parents are always asked to sign specific consent forms before major outings.
- There is a risk assessment carried out for each outing – written by the outings lead and/or EVC co-ordinator and checked by the EVC co-ordinator.
- Our adult to child ratio is dependent upon the number of children and particular activity being carried out.
- Named children are assigned to individual staff to ensure that each is well supervised, that no child goes astray and that there is no unauthorised access to children.
- The majority of outings at Parklands we ask parents to attend therefore, if at any time a parent finds another child unsupervised they need to inform a staff member immediately and keep that child safe with them.
- Outing information is kept with the office manager who is aware of:
 - The date and time of the outing.
 - The venue and type of transport to be used.
 - The names of the staff members assigned to each of the children.
 - The time of return (registration details of the coaches and coach lists are left- parents are made clear they stay on the same coach for the return journey).
- Staff take a mobile phone on outings, as well as a first aid kit, spare clothes, medicines required for individual children, tissues and wipes, as well as snacks and drinks. 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.
- There is always a paediatric first aid trained member of staff attending the trips and visits.
- Staff take a list of the children they are responsible for and emergency contact details to be able to contact parents of any incidents.

