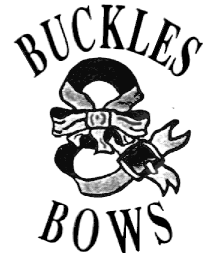


OUTINGS POLICY



When families join Buckles and Bows Pre-school they will be made aware of our policy regarding outings. All parents/carers will be asked on the Pre-School contract whether they are willing or not willing to allow their child to go on brief local outings from the Nursery. This gives permission for their child to take part in these spontaneous outings. Occasionally, the children will go for walks around the local community and on to Holy Family school property. We believe that being able to experience their local environment children can feel a part of their local community and learn to keep themselves and their peer's safe in the environment

Before any outing a risk assessment will be carried out by the designated Health and Safety Officer - Lisa Fuller. The risk assessment will help reduce risks to children and adults when off the pre-school premises.

Adult to child ratios will be maintained when going on any outing and child and staff/volunteer record details will be taken. A first aid trained member of staff will be present on every outing and first aid equipment will be taken. Staff members carry mobile phones to use in the event of an emergency.

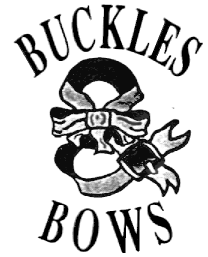
Buckles and Bows Pre-school outings may include:

- Walking to the local shops
- Walking to the library
- Playing in the local park
- Walking or bus trip to Tesco
- Walking around the grounds of Holy Family School
- Trip to the Farm (see Summer trip)

When going on an outing the pre-school's 'Outing Bag' will be taken. A member of staff will check the 'Outing Bag' before leaving the premises and replenish items before each outing. The bag includes the following items:

- Child and Adult record information
- First Aid Kit
- Accident/incident forms and Pen

OUTINGS POLICY



- Spare Clothing
- Wipes
- Tissues
- Mobile phone
- Camera
- Potty and potty liners

Procedure for preparing for an outing;

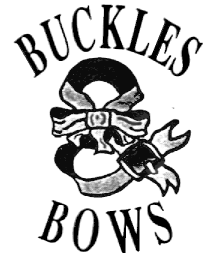
- Risk assessment is carried out/reviewed
- Check Outing's bag is replenished
- Staff explain to individual/groups of children that they are going on an out today and reassure children
- Children use the toilet
- Children put on appropriate clothing and footwear for trip/weather condition

Procedure when on an Outing:

- A higher ratio of adult to children will be maintained on the outing following the completion of a risk assessment.
- Children and adults will walk in a line at all times using the child safety strap
- Children are reminded of road safety, animal safety and stranger danger
- Children are praised and reassured when walking

If a child needs to use the toilet when on an outing every effort will be made to locate a public toilet, however if one cannot be located a member of staff will take the child to a private area to use the pre-school potty. Only staff members who hold an appropriate DBS check will be permitted to support a child when using the toilet. Students & Volunteers are not permitted to take a child to the toilet at any time.

OUTINGS POLICY



SCHOOL LEAVERS ANNUAL SUMMER TRIP

Our main summer trip is arranged for the Nursery by the fundraising team and is generally a trip to a local farm.

When going on a planned outing parents/carers will be informed via a letter with details of the trip. Returning this form with payment is taken as written agreement for the child to attend the trip. The letter will include a permission slip which will need signing to agree for their child to attend and information on the payment. Parents/carers will also be notified through information on the Facebook page, e-mail and the parents notice board. Parents/carers will be made aware that if consent is not given, then they must make alternative arrangements for their child.

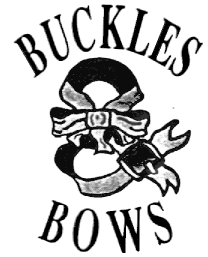
A coach fitted with seatbelts will be retained for the trip. On occasion we may use other forms of transport such as a train, parents will be notified if this is the case.

A higher ratio of adult to children will be maintained on an Outing following completion of a risk assessment. As we like the staff to attend the trip, it is not possible for all parents to attend with their children. This keeps the costs down as a smaller coach can be used. If parents wish to go along with their child, they are welcome to make their own separate travel arrangements.

Ideally, parents attending the trip will have been DBS checked. If not, these parents must not accompany children, other than their own, to the toilet or to a situation where they will be alone with the child. They must sign to show their agreement of this.

Items taken by staff on the outing should include: mobile phone, register of children attending, lost child policy, travel first aid kit, contact details of staff and children. Also consider spare clothes, plastic bags and tissues.

OUTINGS POLICY



This policy was adopted at a meeting of the pre-school held

On(date)

Signed on behalf of the pre-school.....

Position within group.....

Review date.....