

HANHAM TODDLERS PRE-SCHOOL

Title	Outings	Reference	P2-6
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1.0 Policy

1.1 As part of the children's development and learning, the Pre-School shall provide opportunities for all children to participate in planned outings and trips.

2.0 Scope

2.1 This procedure defines the practice to be followed when planning and participating in an outing or trip.

3.0 Referenced Documents

Statutory Framework for the Early Years Foundation Stage

P2-5 Child Collection

P2-22-1 Health and Hygiene

P2-22-2 Health and Hygiene

P2-23 -1 Lost Child

P2-23 -2 Lost Child

4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Board of Trustees: the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position: Manager
	Signature	Signed copy held in Master Procedure Manual	Date: 21 February 2023
Authorised for Issue	Print Name	K Ricketts	Position: Chair
	Signature	Signed copy held in Master Procedure Manual	Date: 21 February 2023
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<p>5.0 Procedure</p> <p>5.1 <u>Contents</u></p> <p>5.1 Contents</p> <p>5.2 Introduction</p> <p>5.3 Planning</p> <p>5.4 General</p> <p>5.5 Coach Outings</p> <p>5.2 <u>Introduction</u></p> <p>5.2.1 Outings and trips, being an integral part of the Pre-School curriculum, it is essential that all children attending the Pre-School have the opportunity to participate.</p> <p>5.2.2 Outings and trips that the Pre-School provide, shall follow the Forest Schools principles, and include such things as:</p> <ul style="list-style-type: none"> • Coach outings • Places of interest • Outings within the local community <ul style="list-style-type: none"> - Library - Parks (eg. Magpie Bottom) <p>5.2.3 All outings shall be planned, taking account of all children's security, safety and welfare throughout the time they are away from the Pre-School premises.</p> <p>5.3 <u>Planning</u></p> <p>5.3.1 Prior to any outing or trip taking place the objective of the visit shall be established, and a full assessment performed to determine the suitability of the venue and the proposed method of transportation.</p> <p>5.3.2 A plan shall be developed, considering the following (not exhaustive):</p> <ul style="list-style-type: none"> • Suitability of location and available facilities (eg. safety, toilets, special needs, etc.) • Duration and timings (including travel) • Meeting place (eg. setting or location) • Transportation method and needs • Activities to be undertaken • First Aid needs including allergy protection • Number of adults required (see Paragraphs 5.4.3 and 5.4.4) • Food and drink requirements (eg. lunch boxes, etc.) • Parents/Carers advisory notice and letter contents 			
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5.3.3	Once the attendees for the trip have been established, Parents/Carers supporting the outing shall be allocated to each class, and the children each Parent/Carer is specifically responsible for shall be identified. (It is assumed that each Parent/Carer present shall be responsible for their own child).		
5.4	<u>General</u>		
5.4.1	During each outing away from the main setting each child shall wear a form of identity including the Pre-school mobile telephone number.		
5.4.2	To aid identification during the outing, all staff and children shall be expected to wear Pre-School 'T' shirts.		
5.4.3	Where sessions are held away from the main setting, they shall be operated as a regular session, ie. Parents/Carers shall drop off and pick up their child/children. The only difference may be that Parents/Carers may be requested to drop off and pick up their child/children at the alternative location.		
	On these occasions only regular staff members shall be required to supervise the activity.		
5.4.4	For all other outings where the children are taken from the setting during a regular session, the minimum adult to child ratio shall be: <ul style="list-style-type: none"> • 1 adult to 4 children However, the preferred ratios to be employed are: <ul style="list-style-type: none"> • 1 staff member to 2 children • 1 Parent/carer to 2 children 		
5.4.5	The nominated Leader(s) shall carry a mobile telephone and be supplied with the telephone number of the Pre-school (mobile and landline), and a list of the children within their group.		
5.4.6	As defined in the Parent/Carer Induction Pack, each Parent/Carer helper shall abide with the rules of the outing as they are expected to be fully responsible for the two children they are allocated.		
5.5	<u>Coach Outings</u>		
5.5.1	The Manager or nominated Group Leader shall be the holder of the Pre-School's mobile telephone for the duration of the outing.		
5.5.2	The Manager and nominated members of staff shall also carry a mobile telephone to aid communication during the outing.		
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5.5.3	<p>The Manager and nominated mobile telephone carriers shall be supplied with all mobile telephone numbers of the other nominated mobile telephone holders present for the specific outing.</p> <p>5.5.4 At least two qualified First Aiders, (see section 5.6.3 of the Health and Hygiene procedure (P2-22-1 and P2-22-2)), shall be present to support the outing, with an adequate First Aid box.</p> <p>5.5.5 Each Group Leader shall ensure that they carry their class register, including each child's contact details and details of any allergies.</p> <p>5.5.6 Spare children's clothing shall be taken as defined in section 5.8.4 of the Health and Hygiene procedure (P2-22-1 and P2-22-2).</p> <p>5.5.7 Prior to leaving the setting, or meeting point, each Group Leader shall take a register for their individual class. The number of children present shall be counted and recorded by the Manager. To ensure that the required ratio is achieved, the adults present shall also be established and the children they are to care for allocated to them following the plan described in Paragraph 5.3.3.</p> <p>5.5.8 Also prior to leaving a label containing the Pre-School's mobile phone number shall be attached to each child. The label shall be located such that it is visible, but cannot be easily removed.</p> <p>5.5.9 The Manager shall brief all supporting adults of the timings of the outing, the assembly locations and provide each with the Pre-School's mobile phone number.</p> <p>5.5.10 At regular intervals throughout the duration of the outing the number of children shall be re-counted. If the group is divided into sub-groups in any way an adult in each group shall be nominated to be responsible to perform the counting.</p> <p>5.5.11 If at any stage a child cannot be accounted for or an additional child is identified, the whole group shall be assembled and re-counted. If it is established that a child is missing, the requirements of the Lost Child procedure (P2-23-1 and P2-23-2) shall be followed, making the necessary adjustments as the group is not at the Pre-School premises.</p> <p>5.5.12 During the outing food and drink shall be provided at similar times to those when attending a regular Pre-School session.</p> <p>Additional drinks shall be provided if energetic play is part of the activity or if the weather is warm.</p> <p>5.5.13 In the event of an extended outing, Parents/Carers shall be requested to provide lunch boxes.</p>		
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5.5.14	At the end of the outing, prior to leaving the venue, when all of the children have boarded the coach(es) a final count shall be made and the total number confirmed by the Manager.		
5.5.15	On return, the collection of the children shall be strictly controlled in accordance with the requirements of the Child Collection procedure, (P2-5), especially as the collection point could be outside of, or away from the Pre-School premises.		
6.0	<u>Amendment Record</u>		
	<p>Issue 2:</p> <p>Replace C Gibbs with L Sims as Chair</p> <p>Insert reference <i>Statutory Framework for the Early Years Foundation Stage</i> in Section 3</p> <p>Insert Amendment Record</p> <p>Amend Paragraphs 5.3.1 and 5.3.2</p> <p>Insert new Paragraphs 5.3.3 and 5.3.6</p> <p>Re-number Paragraphs to end of Section 5.3</p> <p>Insert new Paragraph 5.4.3</p> <p>Re-number Paragraphs to end of Section 5.4</p> <p>Re-page number</p> <p>Issue 3:</p> <p>Section 3 - replace reference to P2-3 with P2-23-1 and P2-23-1 and P2-12 with P2-22-1 and P2-22-2</p> <p>Section 4 - re-word Definitions to reflect the introduction of the Board of Trustees</p> <p>Signature Block - update names of Manager and Chair</p> <p>Paragraph 5.1 - insert new Section 5.4 <i>General</i></p> <p>Paragraph 5.2.1 - reworded</p> <p>Paragraph 5.2.2 - reworded to also include reference to <i>Forrest Schools</i></p> <p>Paragraph 5.3.3 - new Paragraph</p> <p>Section 5.4 - insert new Section</p> <p>Section 5.5 - renumber</p> <p>Paragraph 5.5.4 - correct references to Health and Hygiene Procedure</p> <p>Paragraph 5.5.6 - correct references to Health and Hygiene Procedure</p> <p>Paragraph 5.5.7 - correct reference</p> <p>Paragraph 5.5.11 - correct references to Lost Children Procedure</p>		
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