

# Amblecote Primary School



## Pre-school's Trips and Outings Policy

Responsibility for monitoring this policy: Mrs H Perigo


Review Annually  
(or in response to changes in legislation)

Updated May 2021

Review date May 2022

Proposed by the Acting Headteacher  Mrs J. Cook

Approved by Governing Body

 Mrs Claire Roberts (Chair of Governors)

## Policy statement

Children benefit from being taken out of the setting to go on visits or trips which enhance their learning experiences. Trips and outings will be appropriate to the age and development of the children. Staff in our setting ensure that there are procedures in place 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 part of the daily activities of the setting.
  - Parents are always asked to sign specific consent forms before major outings.
  - The trip letter includes details of the outing, which are as follows: venue, departure time, return time, food requirements, cost of trip (voluntary contribution), clothing needs and travel arrangements.
  - To ensure the venue is suitable for the age group, staff will gather as much information about the venue as possible by contacting the management to request an information leaflet which may include a map and where necessary a pre-visit will be made.
  - If there are any changes to plans of an outing, parents will be immediately informed.
  - Prior to the trip all staff will be given details of the day.
  - Volunteers will be asked to attend a meeting prior to the visit taking place where they will be informed of the day's activities and events, they will also be told what they should do in the case of an emergency e.g. missing child, accidents etc.
  - A risk assessment is carried out before an outing takes place and is made available for parents to see on request.
  - Our adult to child ratio is high, normally one adult to 2 children in T4T's and one adult to 3 in Pre-school.
  - 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 the children.
  - Outings are recorded in an outings folder kept in the setting stating:
    - The date and time of outing.
    - The venue and mode of transport and details of insurance cover.
    - Names of staff assigned to children.
    - Time of return.
- Staff will take a mobile phone on outings and supplies of tissues, wipes, pants etc as well as a mini first aid kit, 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.
- Staff take a list of children with them and will notify school in the event of a child's parent/ carer needing to be contacted. Staff will also take an accident book and a copy of our Missing Child Policy.
    - A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.