



## **Trips, outings and excursions**

### **Planning and preparation**

- Outings have a purpose with specific learning and development outcomes.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents are informed of an outing and staff check that consent forms on children's registration are signed.
- A risk assessment will be carried out prior to any outing taking into consideration any children who require additional support and the age of children who are participating in the outing. Staff to child ratio's will be decided depending upon the risk assessment.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the outing.
- Parent/carer helpers on outings are responsible for their own children only.
- A mobile phone belonging to the setting and a first aid kit are taken on any outings.
- Sun cream is applied as needed and children are clothed appropriately
- Children wear 'high visibility' vests with the name and number of the setting.
- Staff have a register, emergency contacts, medication and equipment needed for children.

### **Risk assessment**

- A risk assessment is completed by the setting manager prior to the outing and discussed with all staff taking part. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

### **Outing venue (larger outings)**

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, a risk assessment is achieved by calling the venue and asking for their risk assessment.

### **Transport**

- Only walkable local outings take place, and children are never transported by vehicles owned or organised by Acorn Playgroup and Pre-school.

## **Outings checklist**

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the setting manager.
- A Designated Safeguarding Lead (DSL) will always be present on any outing.
- Risk assessments are completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and take all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The DSL is the last to leave any venue or location being used.
- The DSL conducts a 'safety sweep' before, during and after the outing.

**This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2023**