



## **TCC Christian Preschool Outings Policy**

### **Policy Statement**

Children benefit from being taken out of the setting to go on visits or trips in the local area or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures in place to keep children safe on outings and all staff and volunteers are aware of the and follow the procedures below.

### **Procedures**

- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Parents sign a general consent form on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outing.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, and assessed and evaluated, depending on their age, sensibility and needs and type of venue as well as how it is to be reached.
- High visibility vests will be worn when walking to and from an outing.
- Safety issues will be discussed with the children prior to the outing.
- A contingency plan will be in place in case of emergencies.
- At least one mobile phone will be taken in case of emergency.
- A first aid kit will accompany the group.
- Outings are recorded in an outing record book kept at the setting stating:
  1. the date and time of outing
  2. the venue and mode of transport
  3. names of staff
  4. time of return

### **Other useful Pre-school Learning Alliance publications**

- Register and Outing Record (2006)
- Risk Management in Early Years Setting (2007)

1.3 Keeping Safe  
1.4 Health and well-being

2.2 Parents as partners

3.3 The learning environment

4.2 Active learning

Signed ..... Manager

Date .....