

## Outings policy

**It is the policy of *Wenvoe Playgroup CIO* to provide safe outings for children in our care as part of their learning experience, sharing the events with and involving, the children's parents/carers wherever possible.**

### **We do this by:**

- Involving parents/carers in the choice of venue by:
  - *Listening to the views of the children and their parents/carers*
  - *Ensure all parents/carers are encouraged to attend to support their children's learning.*
- Completing a written risk assessment of the chosen venue and associated activities *prior* to the outing taking place (including a pre-visit as needed).
- Completing a written risk assessment as requested by our insurers
- Informing parents of the proposed outing by displaying information on the notice board, private Face Book page and/or flyers via the children's trays.
- Requesting that all parents/carers accompany their child on outings when travelling outside of the local area. Parents will be expected to sign a disclaimer to take responsibility for their own child during the outing.
- Ensuring parents who are unable to attend an outing outside of the local area are provided with information and policies to read, along with a consent form. The consent form is to be completed and signed by the parent and taken by a staff member on the day of the outing (If a high majority of children are to be unaccompanied by parents for outings outside of the local area, the event may be rescheduled or cancelled).
- Implementing an adult/child ratio in line with the risk assessment. Adult child ratio:
  - a minimum of 1 adult to 2 children for outings outside of the village
  - a minimum of 1 adult to 8 children (aged 3 years and above) and 1 adult to 4 children (under 3 years) for local walks e.g. when visiting the school or library.
  - The person in charge will be qualified to level 3 as a minimum.
  - Parental help may be encouraged to higher the adult/child ratio for local walks in the community.
- Ensuring all details for contacts and individual needs are taken on the outing and held by a named person.

- Ensuring *at least* one mobile phone (that has signal coverage and battery use throughout the outing's duration and location) is available:
  - For use by one named person.
  - The number is known to all adults attending and appropriate contacts in the provision and attendant children's families.
- Operating a robust **children who are lost or missing policy and procedure**.
- Identifying and informing all adults attending of the named first aider who will carry a first aid kit and any appropriate equipment such as inhalers.
- Asking parents to supply any packed lunch/refreshments/drinks for their children in safe containers.
- Asking parents to dress their children in clothing that is suitable for the event.
- Reviewing the success of the outing and amending the written risk assessment and any other documentation to improve future outing arrangements.
- Operating a transition to/or from nursery school policy and procedure.

**In addition to the above procedure, *Wenvoe Playgroup CIO* issues the following guidance to adults accompanying children when visiting farms or animal parks in line with the risk assessment undertaken for the specific outing:**

- Parents/carers, and staff are advised of risks that can occur to women who are pregnant while visiting farms, particularly during the lambing season.
- *Wenvoe Playgroup CIO* ensures the children treat the animals with respect and consideration in line with our 'looking after our environment policy'.
- Children are encouraged to listen carefully and follow instructions given by the adults.
- All participants wear appropriate clothing and provide a change of footwear.
- All participants approach and handle the animals quietly and gently.
- All participants wash hands thoroughly after any contact with the animals, particularly before eating, and before leaving the farm.
- All participants eat only in designated areas.

- Children are not allowed to place their faces close to, or kiss the animals.
- Children are not allowed to suck fingers or objects which may have been in contact with the animals.
- Children are not allowed to pick up any tools unless permitted to do so by farm staff.
- Children change their footwear and wash their hands just before leaving the farm or park. (Particular care is taken after any contact with animal faeces.)

***Wenvoe Playgroup CIO's children who are lost or missing policy should be read in conjunction with this policy and procedure.***

This **outings policy and procedure** was passed for use in *Wenvoe Playgroup CIO*

On: 23/10/23 (reviewed no change)

By: Sandra Morgan

Position: RI/Person In Charge

Date of planned review: Annually or if changes in practice.