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Sacred Heart Pre-school

Heys Street  
Thornton-Cleveleys  
FY54HL

Tel: 07835711921  
EY 318019

**(18) Outings (EYFS – 3.25, 3.66-3.67)**

**Policy statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff are aware of and follow the procedures as laid out below.

**Procedures**

* We ask parents to approve of a ‘permission’ on our app for their children to be taken out on local short outings as a part of the daily activities of the setting.
* We assess the risks for each local venue used for daily activities, which is reviewed regularly.
* Any written outing risk assessments are made available for parents to see.
* Our adult to child ratio on outings is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
* A minimum of two staff will accompany the children on outings. Unless the whole setting is on an outing, a minimum of two staff will also remain behind with the rest of the children.
* Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
* Parents who accompany us on outings are responsible for their own child only. Where parents have undergone DBS checks with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
* Outings are recorded in an outings file which kept in the setting, stating:
* The date and time of the outing.
* The venue and mode of transport used.
* The names of the staff members assigned to each of the children.
* The time of return.
* We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
* We take a list of children with us with contact numbers of parents/carers,
* We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
* As a precaution we ensure that children do not eat when travelling in vehicles.
* We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

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**Policy adopted/implemented by SACRED HEART PRE-SCHOOL in:**

August 2023

**Date to be reviewed:**

Yearly

**Signed on behalf of management team:**

Chelsea Porter (Deputy) – 24/8/23

**Reviewed by:**

Hannah Curtis (Manager) - Sept 2024