



# Outings Policy

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Rocket Productions is committed to the safety and wellbeing of the children whilst at our Pre-Preps or on an activity, outing, organised by us. We believe that planned outings and visits complement and enhance the learning opportunities inside our setting's environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

## Procedure

Rocket Productions Pre-Preps will ensure that at least 2 staff members will be with a group of more than 2 children. Although written risk assessments are not a requirement of the current EYFS (last updated 2021), we feel it is important to carry out an assessment of the outing and the individual needs of the children which will also determine the appropriate staff numbers needed and any other arrangements such as how to minimise any hazards on site. The EYFS states that 'at least one person who has a current paediatric first aid certificate must accompany children on outings.'

When walking to a nearby venue (e.g. from KPP to CPP) we will use a walking rope with one adult on either end of the rope and another adult on the side to control/stop traffic.

Children on outings will **never** exceed the staff to child ratios (EYFS 2021, ratios whilst in premises: children 2 years to rising 3 years 1:4 and children 3 to rising 5 years 1:8). In cases where there are 2 children or less the staffing ratio is at the discretion of the members of staff concerned. Most of the times we might ask some parents to come with us to help us.

When walking near a road children should **ALWAYS hold hands**. If there is only one child, the child should walk on the inside of the adult. If taking out two children there should be one child either side/hand of the adult. When there are more than 2 children, an adult should be at the front, children should follow in pairs, holding hands, with the second adult following at the rear. When crossing roads staff should always follow the Green Cross Code and encourage the children to do the same. Staff should always use a pedestrian crossing if one is available. Never take a risk, always wait until it is safe to cross. When walking along pavements staff should always be aware of other pedestrians.

Visits and outings are carefully planned whatever the length or destination of the visit and we will ensure that the chosen venue and Intent (goal) is appropriate for the age, stage and development of the children.

- Staff will consult with the Head Teacher prior organising the trip.
- Risk assessments must be undertaken for any new outing and signed off by the Head Teacher and H&S coordinator.
- Staff must obtain parents' permission (e.g. email)



- Parents and Head teacher need to be made aware of where they are going, venue contact details, means of transport and contact details if private hire, approximate time of return, and which children and staff members are going on the outing.
- Children and staff must sign out before they leave the setting and know the exact number of children and adults leaving.
- Children must wear a tag with the School details and telephone number at all times. This should **NEVER** have the child's name on it.
- A list of the children going out must also be taken on the outing and checked before departure from the setting, throughout the outing and before returning to the Pre-Prep. This list of names **MUST** correspond to the names of the children that have been signed out of the Pre-Prep, one of the teachers will be responsible for the outing and therefore responsible to ensure the list is safely kept with them.
- Staff will also carry a mobile to use in case of an emergency as well as a contact list with parents details in case they need to be contacted (staff will follow our E-safety policy in regard to the use of mobile phones).
- Regular headcounts will be carried out throughout the outing.
- When going on an outing, staff should check the details of the trips and make sure that the 'Trips-rucksack' contains mobile phone, tissues, spare clothes, water, snack, Names of Children on the trip, photos of the children if needed, emergency contact numbers including parents list, first aid kit, and any other appropriate items. One of the teachers will be responsible to ensure these are safely kept with them.
- Staff Must take a **list of allergies and medical conditions including any medication and EpiPens** (which the key person carries in a bag attached to them). Use of these will be always recorded by both the person who administers this and the witness.  
Please see our Illness policy for information on dealing with emergencies such as **Allergic reactions** and anaphylaxis.

## First Aid

Please see our First Aid policy.

At least 1 first aid kit will be taken on each outing. All staff receives First aid training every 2 years but at least one member of staff with current paediatric first aid certificate will be present on each outing. In the event of an accident or if a child has an accident, the staff will assess each case and make the appropriate contacts, which are calling the nursery so that Head Teacher and parents can be informed and where necessary first calling the emergency services by dialling 999.

First aid will be administered where appropriate. At least 1 teacher will remain with the children and at least 1 teacher with the injured child at all times (including accompanying the child to the hospital if necessary). If required, the group will return to the setting immediately and parents will be contacted to collect their child.



## Use of vehicles for outings

On outings that involve going in the mini bus, staff will carry out a Mini bus risk assessment. Records of vehicles and drivers including licenses (over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence), MOT certificates and business use insurance will be checked. The minibus driver and at least 2 other teachers will accompany the children. In cases where there is already 1 teacher at the destination, only 1 teacher needs to travel in the minibus in addition to the driver. Staff will headcount each time children go in/out. In the event of a breakdown children and staff will be returned to the Pre-Prep as soon as possible. Staff in the broken-down vehicle will inform the Head Teacher who will inform parents/guardians of the breakdown and time delay.

## Parents

We encourage and create opportunities for parents to assist on outings. Teachers will speak to parents prior to the visit regarding health and safety. On outings that involve helpers, e.g. a parent, Rocket Productions Pre-Prep expects a high standard of conduct. The helpers will be expected to interact with the children. They will be responsible to hold the hands of two children maximum. They will follow the same safety precautions such as when crossing the road and walking on the pavement. As a general rule, they will follow the instructions of the member of staff in charge at all times and if in doubt they should seek advice.

## Missing children

In the event of a child missing in or outside our setting, the Missing Child Procedure will be followed.

Any incidents or accidents will be recorded in writing and Ofsted and other necessary agencies will be contacted and informed of any incidents.