

Peter Pan Playgroup Outings Policy

As part of the curriculum planning, we will occasionally want to take children off the premises, walking to the local park, or other suitable local venues within the vicinity of the Playgroup, or sometimes further afield. These opportunities are special for the children and are important in enhancing their learning experiences. When undertaking such outings, every care will be taken in the planning and organisation of such events, for the safety and welfare of the children.

Aims

- To extend children's learning experiences in a safe environment.
- For children, parents and other adults to see that learning is an ongoing process that takes place all the time, wherever you are.
- To enable children to express their experiences with other children.
- For children to learn about their local environment and its history.
- To be part of the local community.

Procedures

- We ask all parents to sign a general consent form on registration giving permission for their child to be taken on short local outings.
- We always ask parents to sign specific consent forms before any major outing.
- The Manager/Supervisor will complete a risk assessment and while assessing the risk assessment the Manager/Supervisor will decide upon staff ratios required. There will always be at least 1 adult to 4 children and the ratio can be increased 1 to 2 children at the discretion of the Manager/Supervisor prior to any external visit depending on age, sensibility, venue and how it is to be reached.
- Any child with allergies or specific needs will have a separate risk assessment completed.
- 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 remain at the setting with the rest of the children.
- All outings will be discussed with the children as part of their learning and development, talking about the purpose of the visit, what they will be looking at or doing, to whom they will be talking or listening, how they will be organised, and how they should behave.
- There is a designated lead who is clear about their role and responsibilities.
- We will encourage other adults and parents to help and the designated lead will ensure that they will be briefed on their role and what is expected of them.
- On all outings, the designated lead will take with them Playgroup's mobile telephone and any relevant telephone numbers, a first aid kit, tissues, hand sanitiser, any medication/inhalers that may be needed. The amount of equipment will vary and will be consistent with the venue, number of children and how long the children will be out for.
- We will ensure the children are dressed appropriately for the outing and apply sunscreen when needed.
- Children and adults will wear high-vis jackets and an attached label with the name of the group on it.
- Children will be carefully supervised throughout any visit and staff frequently count the designated children.
- Children will walk in twos, holding hands in a 'crocodile' with the adult on the kerbside if near a road.

- Great care will be taken crossing any roads with an adult holding up the traffic until all the children have safely crossed.
- On all major outings further afield, parents will be required to transport their children to and from the venue and to ensure that their child is dressed appropriately for that outing and weather conditions. All children will be carefully supervised throughout the visit and will be required to wear a high-vis jacket plus label with the setting's name and telephone number. Parents attending the outing will be responsible for their own child. In addition, to the equipment taken on all outings, the designated lead will have the name, address and telephone number of the destination, a written list of all the names of children and adults, accident book, contact names, and telephone numbers.
- Outings are recorded in an Outings File which is kept in the setting, stating the date, venue, children and adults, and duration of the outing.