



Procedures

OUTING PROCEDURE

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool"

On occasion, the Preschool organises various trips and outings for children and parents. This procedure sets out the things that need to be carried out before the trip can proceed.

Parental permission will be sought on permission forms at registration stage for children to be taken out of the preschool premises on group walks, for example to the woods or to the local park. Additional permission may be sought during the year prior to the event.

Children will be taken out when the staff/adult ratio is as follows:

- 2yr olds a ratio of 1 adult to 4 children
- 3yr olds a ratio of 1 adult to 8 children
- 4yr olds a ratio of 1 adult to 8 children

The above ratios are the maximum ratios that we will adhere to. Ratios may be adjusted dependent upon the individual needs of the child, the activity and environment that we are participating in. We will also look at the staff we are using and their understanding and ability to manage the situation.

The following checks will be made before an outing is confirmed to children, parents and carers.

- A risk assessment of the journey and destination will be carried out which will help to assess its suitability and maintain the safety of the children and adults. Continual risk assessment will be actioned by the outing leader to look out for any changes.
- Our insurance policy will be checked to ensure that the preschool is covered for the outing.
- There will always be staff members who hold up-to-date Paediatric First Aid Qualifications accompanying the children and staff will always carry an appropriately equipped first aid box.
- A mobile phone will be available and working for use on the outing.
- Hi-Viz vests will be worn by all children.
- A list of children's names and contact details will be taken on the walk/outing as well as a register of the children in attendance.

- Adults will be allocated specific children to escort on the walk.
- Regular headcounts for the children will be done throughout the duration of the outing.
- Should a child be found to be absent from the group the outing lead will then refer to our Lost Child Policy.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____