



Outings Policy

At Whitsers we recognise the importance of trips and outings, and encourage children to participate in planned or spontaneous trips and outings in order to enhance the opportunities provided.

All policies and procedures that are implemented throughout Whitsers must continue to be implemented while on the trip / outing, in addition to the procedures set out below.

Procedure

- All parents should be well informed of the trip / outing, and provided with plenty of notice and detail.
- Written consent from the parents must be obtained for every child prior to them attending an outing / trip.
- Two emergency contacts are held on file, and taken with us for those children not accompanied by a parent / carer.
- Consent for emergency treatment is also held on file, and checked for those children not accompanied by a parent / carer.
- Parents are encouraged to participate in our trips/outings, but should remain in charge of their own children, and must not be left unsupervised with any other children.
- At least one qualified first aider must be present at all times.
- A first aid kit must be taken on the trip and all staff must be informed of which staff member is in charge of the kit.
- There are no set ratios within the welfare requirements during outings, however, the following will be adhered to: one adult to two children.
- All dietary requirements must be adhered to and a full list of these requirements must be taken for children unaccompanied by a parent / carer.
- Parents / carers are to provide drinks and snacks, and lunch, if required. Meal / snack times will be similar to those at Pre-school.
- All medical needs must be adhered to during the trip / outing, and all medication taken and managed by the person in charge of the children with any medical condition, unless accompanied by a parent / carer, and then they are responsible for this. All medicines are to be kept out of reach of children.
- Nappies, wipes, spare clothes etc must be taken for those children who need them, if not accompanied by a parent / carer, and the Pre-school nappy changing and toileting and intimate care procedures must be followed.
- Transport must be fully insured (and confirmation of this sought and recorded) and drivers must hold a full DBS check.
- Three quotes must be obtained before selecting a company to provide the transport.
- Transport must contain seat belts.

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- The maximum seat capacity of vehicles must not be exceeded at any time.
- Priority is given to the staff, Whitsers children and one accompanying adult on the transport. Siblings and additional adults may also attend, but may have to transport themselves to the location.
- The Playgroup Leader must take the Whitsers mobile and ensure it is fully charged.
- The nursery camera / ipad stays with the Whitsers staff. In the event that the camera / ipad is lost, this must be reported immediately, and the parents/carers informed on the trip, and the parents / carers of unaccompanied children when they collect their child.
- All children must be provided with adequate clothing.
- A regular head count should be conducted and the coach must not leave unless all children are accounted for.
- A central meeting point should be arranged if the group needs to split at any point.
- A thorough Trips and Outings Risk Assessment must be completed prior to the trip taking place.
- All accompanying adults will be asked to sign that they have read the risk assessment before they disembark the coach.

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