



Visits and Outings

May 2024

At Elsworth Pre-School we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the pre-school environment and extend children's experiences.

Procedures

Visits and outings are carefully planned to use the following guidelines, whatever the length or destination of the visit:

- A pre-visit outings plan will be carried out by a member of staff before the outing to consider the risks or hazards which may arise and identify steps to be taken to remove, minimise and manage those risks and hazards.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
- A fully stocked first aid bag will be taken on all outings along with any special medication or equipment required.
- A fully charged mobile phone, will be used for contact.
- Regular headcounts will be carried out throughout the outing.
- Children will be easily identified by staff when on a trip by high-vis jackets.
- On whole-pre-school day trips, stickers will be worn by children with contact phone number displayed and a copy of children's emergency contact numbers will be taken.
- In the event of an accident, staff will assess the situation. If required, the group will return to pre-school immediately and parents/carers will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents/carers being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the pre-school.

Risk assessments/outing plan

Before an outing, a member of staff must complete an outings risk assessment. This will be stored in the outings pack, which is kept in a designated place by the front door. This will include details of:

- The name of the staff members going on the visit.
- The name of the place where the visit will take place.
- The time of departure.
- The names of the children going on the visit.
- Pre-School mobile number.



- Method of transportation and travel arrangements (including the route).

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted and the Local Authority Designated Officer (LADO) will be contacted and informed of any incidents.

Adopted on:	24 th May 2024
Adopted by:	Sophie Mills, Pre-School Interim Manager Hannah Holland, Chair of Trustees
Next Review Date:	24 th May 2025