**Trips & Outings Policy**

**Policy statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences.

**Procedures**

We ensure that there are procedures to keep children safe on outings; all staff are aware of and follow the procedures as laid out below.

* Outings are recorded in an outings record book kept in the setting, stating:
* The date and time of the outing.
* The venue and mode of transport used.
* Names of staff members assigned to each child.
* The time of return
* An Adult to Child ratio will be assessed and determined as a result of assessing each individual trip/outing.
* Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children. We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
* Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
* Parents who accompany us on outings are responsible for their own child only.
* We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
* An excursion will not go ahead if concerns are raised about its viability at any point.
* A risk assessment must be undertaken before every trip and can be seen by parents if requested.
* Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
* Before each outing it will be agreed which member of staff will be required to attend. For those staff attending they are paid for their time. A minimum of 2 staff per outing.
* A register must be taken on a trip of all children and adults attending, together with the emergency contact numbers. Parents should be given an emergency contact number – the preschool mobile phone number 07753355293 – as well as that of the Preschool 01473 625986. We take an accident book and a copy of the Missing Child policy.
* A whistle & flag will be used to gather up the children in case of emergency.
* A backpack should be taken and should contain: mini first aid kit for dealing with minor childcare emergencies; any medication needed for individual children should be stored safely; a phone; emergency phone numbers; tissues, wipes, spare clothes, nappies, snacks & water.
* We apply suncream as needed and ensure they are dressed appropriately.
* Children should wear a sticker with the preschool’s name and phone number, if it is felt appropriate
* It is policy that vehicles booked for trips should be fitted with seatbelts.
* Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
* We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
* As a precaution, we ensure that children do not eat when travelling in vehicles.
* We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
* When booking trips is it important to consider all associated costs:

1) Closure of sessions - loss of fees.

2) Staff costs - wages and trip costs.

3) Costs for children, beware of age limitations - some commercial places only charge for children from 4 and Adult charges.

*This policy is reviewed annually by Martlesham Preschool Committee*