



Excursions

Regular excursions from Pre-school

Each child's safety is of the utmost importance to us both within pre-school and on all organised excursions and therefore, the following guidelines will be adhered to:

- Written parental consent for local outings is obtained when pre-school registration form is completed. Further written consent will be requested for excursions further afield.
- All local outings e.g. playing field, school field are visited regularly and visual risk assessments are done on each visit. Written risk assessments are done annually with updates made, when needed from visual assessments, such as change in the environment. Any issues arising will be addressed promptly.
- Staff child ratios are determined by age and individual children's safety awareness. Minimum Statutory requirements being 1:4 under 3 years old; 1:8 over 3 years old.
- In case of emergencies a mobile phone will be carried at all times.
- Dependant on outing - Essential records and equipment items will be taken; ie, contact details for staff and children, first aid kit, medication (see Administering Medication Policy), plastic bags, wipes, protective gloves and appropriate spare clothing (also sun hats).
- It is the *Most Senior* member of staff 's role to inform all assisting adults of their responsibilities whilst on the outing, to include making regular head counts.
- In some cases, the pre-school walkie-talkies will be used to aid communication between the adults to ensure the safety of children and adults.
- On local outings staff and children may be required to wear a hi-viz waistcoat.
- Individual needs of the children will be respected linking to the Pre school's Equal Opportunity Policy.

Special Outings from Pre-school

All previous procedures under Regular Excursions from Preschool apply in addition to:

- Written consent will be requested from parents/carers.
- Prior to an excursion a risk assessment will be carried out taking into account additional needs of individual children.
- Parents are encouraged to accompany their child on some Pre-school excursions in line with our parental involvement policy.

Transport

- A reputable transport company will be used for excursions when required and we will ensure that the required level of insurance cover is substantial and current.
- We will ensure that the maximum seating is not exceeded and that seat belts are used on all outings. No child is left in a vehicle unattended. Care is taken at times of particular risk, such as when children are walking or getting into or out of a vehicle.
- In the event of parents using their own transportation written consent will be obtained from relevant parents if lift sharing is required. It is the responsibility of both the driver and the children's parents that relevant harnesses, seat belts, child seats, booster seats, air bags are considered and relevant insurance is in place.