

## Outings

### Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks, libraries or other suitable venues, for activities that enhance their learning experiences. Little Learners staff ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

### Procedures

- a) Parents sign a general consent on registration for their children to be taken out as a part of the daily activities at Little Learners nurseries.
- b) This general consent details the venues used for daily activities.
- c) There is a risk assessment for each venue carried out, which is reviewed regularly.
- d) Parents are always asked to sign specific consent forms before major outings.
- e) A risk assessment is carried out before an outing takes place.
- f) All venue risk assessments are made available for parents to see.
- g) Consideration is given to adult to child ratio's and will include the children's age, sensibility and the type of venue, as well as how it is to be reached.
- h) Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- i) Outings are recorded in an outings record book kept in the setting, stating:
  - date and time of the outing
  - venue and mode of transport used
  - names of the staff members assigned to each of the children
  - time of return.
- j) Staff take a Little Learners mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment needed will vary and be consistent with the venue and the number of children, as well as how long they will be out for.
- k) Staff take a list of children's names with them, together with contact numbers of parents/carers, as well as an accident book and a copy of the Missing Child policy.
- l) Where applicable, records are kept of Little Learners vehicles or staff private vehicles used to transport children, including named drivers and appropriate insurance cover.
- m) A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

This policy meets the requirements of the Statutory Framework for the EYFS 1<sup>st</sup> September 2021.

Date policy last reviewed/updated	19 <sup>th</sup> November 2021	Reviewed by	Julia Ward, Quality Manager
Date of next review/update	November 2022		