

Outings Policy

As a pre-school we believe that children and adults flourish if impromptu trips to the park are taken to explore our own environment, extend knowledge of the world around us, enjoy picnics, practise sports and to have fun in the play area.

STAFF RATIO TO CHILDREN should always be at least:

Under 2's 1 staff : 2 children

Over 2's 1 staff : 4 children

A trained first aider must be present at all times.

The register should take place before setting off, during and upon returning from a outing – ensuring that everyone is accounted for.

Staff should take with them any equipment needed for the planned activities at the beginning of the outing.

The following equipment should be taken with you

tissues,

a mobile phone

first aid kit

children's record forms

nappies

Before you go you must ensure:

You leave behind a list of children & staff who are on the outing

what time you left and what time you are due back

In the event of an emergency the immediate safety of the children must always come first. Call any emergency services needed then contact the Pre School. The senior person left in the Pre School will take the responsibility of contacting parents or staff relatives.

In the unlikely event of a child being lost:

- 1 Search the immediate area.
- 2 Phone police Tel: 999
- 3 Phone the Pre School
- 4 The senior person left in the Pre School will phone the parents/carer
- 7 Assess the situation - which staff remain with the children or continue to search.
- 8 Inform Ofsted and social services
- 9 Ensure an accurate account has been made in writing

Review

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.