

Outings Policy

Outings for children will be offered at Bright Beginnings. These may be ad hoc short walks or visits that parents have signed to agree on their initial induction into the Centre. This can be found on the Child Induction form or Parental Approval Form for Playscheme Children. These include walks to the Centre allotment on Woodhouse Moor, Woodhouse Moor and the area within the immediate University Campus. These will be spontaneous and organised on a day to day basis. Should staff have the opportunity to visit a local location on the day, not specified above, parents' permission will be sought via telephone.

Parents will receive a written itinerary and permission slip for all other pre-arranged outings. Parents will be informed prior to the outing of the departure and expected return times, the cost of the outing, the method of transport being used (walking, public transport or hired coach) any extras that may be required for the day.

Playscheme parents will receive notification of pre-planned trips via the activity plan produced for each individual scheme organised. As parents book places for children this will be used as parental permission for the child to go on the visit. Parents will provide overall permission for their child to take part in ad hoc visits/walks from the Centre on the Child Information and Approval Form.

- A pre visit (where possible) will be made by a member of the staff team, to complete a risk
- Assessment or a risk assessment may be provided by the venue where possible. A venue appraisal evaluation form is to be completed following the visit.
- When booking the venue check to ensure suitability (age appropriate) and facilities available (coat and bag store, space available to eat packed lunch etc.) The venue appraisal evaluation form to be completed following the visit.
- Private transport will be booked with a reputable coach company ensuring suitable child restraints are fitted.
- When coach travel is to be used staff **must** ensure:
- A member of staff must sit next to the rear emergency exit - to ensure no child gains access to this door
- A member of staff must always enter the coach prior to children boarding, this

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member of staff **must** ensure that they offer support to children as they pass any mid-section steps. The member of staff **must** locate themselves on the steps to any toilet or middle access areas to prevent child access, as they move up the coach. During the journey this member of staff must sit adjacent to these steps. Children are not permitted to use the toilet on coach transport.

- Children will remain in seats, with seatbelt secured at all times during the journey.
- When children exit the coach the same staff member will stand on the mid-section steps to again support children exiting the coach.
- All key group children and adults will enter and exit the coach as a group, the adult will support children to enter and exit.
- All children will wear a badge/key ring/ name sticker which provides contact details for Bright Beginnings Childcare Centre.

Documentation to complete - outings record sheets to be maintained recording all children and adults going out, a copy to be left behind at the Centre, with details of route and destination of the outing with expected time of return.

Items to be taken on an outing in the area outings rucksack:

- Any paperwork required i.e. booking forms, tickets.
- Travel first aid kit (with a record of any child with allergies), specific allergy medication
- Foil blankets / child rain ponchos
- Nappies / wet wipes / tissues/ spare clothes /sun cream /
- Accident / Incident / Near Miss documentation wallet including a pen - any issues will be communicated on arrival back at the Centre
- Outings record sheet - a complete record of all children and staff and designated first aider accompanying, a contact number for the Centre with details of the route and destination and expected time of return a copy of the form must be left at Reception.

Legal requirements of child/adult ratios will be maintained at all times.

Staff will carry mobile phones on outings to be used in case of emergency or to

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contact the Centre.

Headcounts will be carried out in and out of places, lunch times, and snack times, on and off transport.

Staff are expected to periodically carry out head counts in addition this.

When age appropriate children are able to choose which friends/siblings they wish to be with when going on an outing they are able to organise themselves into small groups, then each group is allocated a key Person, who will be responsible for those children throughout the outing.

Children to walk in pairs (where possible) with their key person in their key group to the method of transport or venue. Wrist straps are available in the outings box if needed.

All children to have seat belts fastened before leaving when using the coach. No child will be left unsupervised on vehicles.

Child evaluation sheets and adult appraisal/evaluation sheet to be completed on return.

Outings forms must completed in returning to the Centre, any accidents /incidents occurring on the outing/trip must be indicated on the form and countersigned by a Supervisor or manager.

This Policy was adopted on	13 th July 2017
Signed on behalf of the Centre	Fiona Hakin
Date for review	13 th July 2018