

PROCEDURE FOR OUTINGS

At FRS Kindergarten we aim to provide the children in our care with many first-hand experiences to support their learning and enjoyment. We will endeavor to invite visitors into the Kindergarten and take the children out on outings to ensure they have a better understanding of the world around us.

Where possible we will walk to the places of interest or use public transport. In some cases it may also be necessary for us to use a reputable coach company or travel in parents and staff vehicles.

Planning

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is an outing leader for each excursion who is clear about their responsibility as designated lead. (The designated lead will take the first aid kit, register with emergency contact details and her mobile phone.)
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting.
- Parental permission will be obtained for all outings requiring transportation and / or parental contribution and / or parental help (signed response form).
- If it is possible to walk to a place of interest, we will ensure that the adult ratio is at least 1-4 or better, depending on the children's age, sensibility and the type of venue.
- To ensure adequate adult child ratio, parental help will be sought where necessary.

Risk Assessment

- Risk assessments will be made and recorded, minimum risks will be taken.
- The designated lead will sign off every risk assessment.
- Children with allergies or other specific needs may need a separate risk assessment to be completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.

Transport

- As it is sometimes necessary for staff to drive the children in their own vehicles, they will each notify their insurance company and insure for driving children at work. (Kindergarten will pay the levy if required). Copy of insurance / MOT certificate held on file.

- We will ask parents to supply booster seats for cars.
- 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.

On the day

- The teachers will talk to the children about keeping safe on an outing prior to leaving the Kindergarten i.e. holding hands, staying together and listening to the adults.
- The children will wear a yellow fluorescent tabard with the FRS Kindergarten Logo and a sticker with the telephone number of the mobile phone and setting details.
- The keyperson must ensure that all medication is taken on any outing for children that require medication and / or that have a medical health care plan. (See administering medicines policy for more details)
- The Headteacher or outing leader will take the first aid kit, the register and her mobile phone with her on these outings.
- Named children are assigned to individual staff members to ensure that each child is 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. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.

After outings

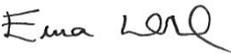
- Outings are recorded in an outings record file kept in the setting, stating:
 - The date and time of the outing.
 - No. and age of children attending.
 - No. of adults attending (staff and parents / carers)
 - The venue and mode of transport used.
 - The time of return
 - Copies of risk assessments
 - Correspondence with the venue or transport company etc.
- An evaluation of the outing will take place after visit for future planning.

This policy was adopted by FRS Kindergarten *(name of provider)*

On 26th February 2021 *(date)*

Date to be reviewed 25th February 2022 *(date)*

Signed on behalf of the provider



Name of signatory

Emma Wohl

Role of signatory (e.g. chair,
director or owner)

Headteacher