

## Short trips, outings and excursions

### **Planning and preparation,**

- Outings have a purpose with specific learning outcomes.
- The excursion does not go ahead if concerns are raised about the viability at any point.
- Parents are given notice of any bigger visit. Parental consent forms are provided, and signed.
- A minimum of two staff accompany children on any visit, small or large. There is a ratio of 1:2 adults with babies, some disabled children and children up to 2. Older children have a ratio of 1:4 depending on the risk assessment.
- When a larger number of children go out children are specifically allocated to each member of staff/volunteers. Staff/ volunteers are responsible for supervising a designated number of children for the duration of the day.
- Parents on excursions, extra to ratios, are responsible for their own children only.
- Parents who have undergone vetting i.e. committee members may be included in the ratio.
- A mobile phone and small first aid kit are carried at all times.
- Staff make sure they have a potty, every child's water bottle, spare nappies,/change of clothes and wet wipes for the children going out appropriate to the length of time they are out.
- Sun cream is applied as needed and children clothed appropriately.
- Children wear high viz vests.
- Staff have emergency contacts, medication and equipment needed for children plus the contact number of the pre-school.

### **Risk Assessment**

- If required a risk assessment is completed prior to the outing and signed off by the setting manager and read by all staff/ volunteers attending.
- All children with specific needs have a separate risk assessment.

### **Outing Venue (larger outings)**

- Venues used regularly are 'risk assessed' and an initial pre-visit made to consider health and safety aspects. If visits can not be made the venue is asked for their own risk assessments.

### **Transport**

- If coach hire is required only reputable companies will be used.
- The setting manager ensures that seat belts are provided and that booster seats and relevant car seats fit, according to the age and size of the child.
- The maximum seating capacity of the coach is not exceeded.

- Contracted drivers are not counted in ratio.
- Public transport should always be a ratio of 1:2.

#### **Where transport is provided by the setting.**

- All private drivers should have adequate insurance to convey children from work.

#### **Forest School**

- A risk assessment has been carried out before we began visiting the school forest. Therefore, a visual sweep of the area is all that necessary.
- There should always be at least one level 3 in the forest.
- All drinks bottles, a potty, wet wipes and a first aid kit should be taken. Along with individual children's medical needs i.e. inhalers.
- All children should be dressed weather appropriately.
- If possible all children should wear our supplied red clothing.
- Sun tan cream should be applied, where necessary, before leaving the setting.
- Numbers should be recorded and handed into the school office.
- All staff and children must comply to the rules of the school.

#### **Farm and zoo visits**

- Staff and volunteers are made aware of the risks of ecoli, and the chemicals that may be found on farms. A risk assessment will be conducted before a visit.
- The venue is contacted in advance to ensure no recent outbreaks of Ecoli or other infections have taken place.
- Hands are washed and dried thoroughly after touching the animals.
- Nothing is consumed when going round the farm. Food is eaten away from the animals, after thoroughly washing hands.
- Children are prevented from putting their hands near the animals' mouths.
- If animal droppings are touched hands are washed immediately.
- Shoes are cleaned and hands washed thoroughly after departure.
- Staff or volunteers, who maybe or are pregnant, should avoid contact with pregnant ewes and are advised to contact the GP if they wish to attend the visit.
- Farmers open to children are responsible for supplying hand washing facilities.