

# **Parkside Playgroup**

## **49. Short trips, outings and excursions**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We 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.

### **Planning and preparation**

- Outings have a purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- If staff are from agency on an outing they are fully briefed about the children they are accompanying.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents are informed of an outing and staff check that consent forms on children's registration were signed. This general consent details the venues used for daily activities.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents on outings are responsible for their own children only.
- Parents who have undergone vetting as volunteers may be included in the ratio.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompanies children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- Outings are recorded in an outing record book kept in the setting, stating:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - The names of the staff members assigned to each of the children.
  - The time of return.
- A mobile phone belonging to the setting, and small first aid kit is taken out.
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately
- Children wear badges or 'high viz' vests with the name and number of the setting.
- Staff have emergency contacts, medication and equipment needed for children.

### **Risk assessment**

- Risk assessment is completed prior to the outing and signed off by the setting manager and all staff taking part.
- We carry out a risk assessment for each local venue used for daily activities, which is reviewed regularly.

- Existing risk assessments are reviewed/amended as required.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- All outing risk assessments are made available for parents to see.

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| This policy was adopted at a meeting of | Parkside Playgroup |
| Held on                                 | Sept 2026          |
| Date to be reviewed                     | Sept 2027          |
| Signed on behalf of the provider        |                    |
| Name of signatory                       | Brenda Henrick     |
| Role of signatory                       | Chairperson        |