



# Outings Policy and Procedures

## Policy statement

As part of the initial settling in process, parents are requested to sign a permission form allowing their child to be taken on outings within the confines of Balcombe Village (e.g. children are usually taken to see the nativity play at Balcombe C of E Primary School).

For outings outside the confines of Balcombe Village, parents will be requested to sign a specific form which sets out details of the intended outing.

## Procedures

On all outings, adult to child ratios will be maintained. The ratios will be 1 adult for every 2 children under 3 years and 1 adult for every 3 children over 3 years.

Parents are encouraged to join outings to enhance the children's learning.

Staff will wear reflective jackets so they are easily visible. A first aider will be present and a suitable first aid box will be taken.

Tiggers has an Outings Pack which will be taken. This will contain the emergency contact telephone numbers, the Tiggers mobile phone, the route plan and register. As well as any medication that may be needed in an emergency (e.g. epi-pens), along with relevant Child's Health Care Plan. Spare clothes, nappies, wet wipes and nappy sacks will also be taken.

Unless all children will be going on the outing, an outings register will be completed indicating the staff members and children present along with the route taken. The register will be taken before the outing and will be checked at regular intervals. Where appropriate, the children will be divided into smaller groups with a member of staff taking responsibility for each group.

Meeting points and times and routes will be arranged before the outing and will be strictly adhered to.

The member of staff in charge will undertake a risk assessment of the venue prior to the outing along with a route plan.

After an outing, staff will review the outing (including any comments from parents who have attended) to ensure that all procedures were followed and to assess whether there are any learning points for future outings.

## Further guidance

Working Together to Safeguard Children (revised HMG 2006)

Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)



