



## Outings Policy and Procedures

At Putnoe Woods Preschool we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the preschool environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

### Procedures

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards
- We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Written permission will always be obtained from parents before taking children on trips on their preschool registration form
- Specific written permission will always be obtained for 'special trips' i.e bus trip into town
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children. Staffing levels will be as follows but may change depending on the needs of the children:

Snowdrops	1:2
Buttercups	1:3
Preschool	1:6
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- In accordance with children's needs and numbers of children emergency supplies will also be taken on outings that include:
  - Tissues
  - Wipes and nappies
  - A change of clothing
  - Snacks
  - Water
- Specific attention will be made and risk assessed for children with needs i.e allergies
- A copy of an individual child's Health Care Plan will be taken on all outings



- A completed outings register together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the preschool manager prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the preschool uniform and high visibility vests/jackets
- Children will be easily identified by staff when on a trip by wearing high visibility vests
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation. If required, the group will return to preschool immediately and parents will be contacted to collect their child
- In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the preschool

## Risk Assessment / Outings Plan

A risk assessment and outings plan will be completed prior to the preschool outing. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision

## Lost Children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.



### Parent Helpers

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

- Parents/carers who may accompany and assist on outings will be responsible for their own child only
- Where the parents have undergone DBS checks with the preschool as volunteers, they may be included in the adult to child ratio and have children allocated to them

**This policy is in compliance with the Data Protection Act 2018**

**Putnoe Woods Preschool is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
December 2015	Jo Skelton	
September 2016	Jo Skelton	
September 2017	Jo Skelton	

# Putnoe Woods Preschool



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Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
March 2019	Jo Skelton	Ratio added	
November 2019	Nikki Adams	New email	
November 2022	Jo Skelton		
December 2022	Nikki Adams	GDPR changed to data protection	
May 2023	Jo Skelton		

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**Outings Plan / Risk Assessment**

Designated Leader		Date	
Staff Members	First Aid	Proposed Route and venue	
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
Children	Contact Numbers		

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<b>Management signature</b>	

First Aid		
First Aid Kit accessible	Yes / No	
Medical Needs and HCP Plans	Yes / No	Names
Emergency Bag	Yes / No	
Hygiene		
Toilet and washing facilities available - changing facilities	Yes / No	Ensure children are changed or go to the toilet prior to outing
Safety		
Are there dangers of moving vehicles or crossing the road	Yes / No	Children aware of dangers and practice safe crossing - staff supervision - use pedestrian crossing
Are there places where children are at risk of getting lost	Yes / No	Children aware of behavioural expectations Adequate ratios Staff supervision
Precautions taken in doors or gates	Yes / No	Member of staff to hold door / gate for children to go through
If children are at a height are they prevented from falling	Yes / No	Staff ratio's in place, staff supervision, childrens awareness of using apparatus
Are there potential tripping / slipping hazards	Yes / No	Children made aware of hazards and safe use of equipment
Use of playground equipment	Yes / No	Children made aware of hazards and safe use of equipment

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Are pathways suitable	Yes / No	Children to be supervised - safest route taken
Are means in place to prevent children falling into water	Yes / No	Children closely supervised - adequate staff ratio
Are there any dangers from poisonous plants	Yes / No	Staff awareness